

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

John Vander Leest, Chair
John Van Dyck, Vice-Chair
Corrie Campbell, Erik Hoyer, Patrick Williams

EDUCATION & RECREATION COMMITTEE

Wednesday, May 1, 2013

Tour 5:45pm, Meeting to follow @ approx. 6:15pm

Brown County Golf Course

897 Riverdale Drive, Oneida

**Please meet in the Maintenance Shop for 5:45pm Tour
Meeting (also in Maintenance Shop) will follow tour at approx. 6:15pm
Signs will be posted**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify Minutes of April 4, 2013.

Comments from the Public

1. Review minutes of:
 - a. Library Board (March 21, 2013).

Golf Course

2. Budget Update Year End December, 2012.
3. Budget Status Financial Report for March, 2013.
4. Update on greens fee reductions.
5. Approve staff to provide information and cost estimates to install drainage and re-grass greens for the June Ed & Rec meeting.
6. Superintendent's Report.

Communications

7. Communication from Supervisors Erickson, Hoyer and Sieber re: Request that the full County Board authorize and support BC Administration, HR & Museum Governing Board to work with the Museum Director in order to facilitate 1) restructuring of the Museum's Table of Organization; 2) ongoing analysis of the proposed "cultural campus" concept in association with the BC Library; 3) the aggressive pursuit of the original USS Green Bay as museum ship; and 4) the analysis required to change the governance & business models of the museum to allow for a stronger public/community partnership. *Referred from April County Board.*

Museum

8. Budget Status Financial Report for March, 2013.
9. Attendance – Revenue March, 2013.
10. Taskforce Museum & Library Space Needs.
11. Resolution re: Change in Table of Organization Neville Public Museum Curator.

12. Director's Report.

NEW Zoo and Park Management

13. Parks Budget Status Financial Report for March, 2013.
14. Budget Adjustment Request (13-33) Category 5: Increase in expenses with offsetting increase in revenue.
15. Discussion re: Hunter Registration Proposal at Neshota Park.
16. Parks Division - Assistant Director Report.
17. Zoo Budget Status Financial Report for March, 2013.
18. Zoo Monthly Activity Report for April, 2013.
 - a. Operations Report for March, 2013.
 - i. Admissions, Revenue, Attendance Report.
 - ii. Gift Shop, Mayan Zoo Pass Revenue Report.
 - b. NEW Zoo Education & Volunteer Programs Report.
 - c. Zoo Animal Collection Report for April, 2013.
 - d. Zoo Director's Report.

Library

19. Budget Status Financial Report for March, 2013.
20. Approval of Bid for Central Library lighting retro-fit.
21. Director's Report.

Resch Centre/Arena/Shopko Hall

22. Complex Attendance for the Brown County Veterans Memorial Complex – March, 2013.

Other

23. Audit of bills.
24. Such other matters as authorized by law.
25. Adjourn.

John Vander Leest, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, April 4, 2013 at the Weyers-Hilliard Branch Library, 2680 Riverview Drive, Green Bay, Wisconsin.

Present: Chair Vander Leest, Supervisors Williams, Campbell, Van Dyck, Hoyer
Also Present: Supervisor Dantine. Scott Anthes, Rolf Johnson, Neil Anderson, Doug Hartman, Lynn Stainbrook, Lori Denault, Kathy Pletcher, Lynn Hoffman, Doug Marsh.

I. Call to Order:

The meeting was called to order by Chairman Vander Leest at 5:30 p.m.

II. Approve/modify Agenda.

Motion made by Supervisor Williams, seconded by Supervisor Campbell to amend the agenda and take Items 5-8 after item #2. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of March 7, 2013.

Motion made by Supervisor Van Dyck, seconded by Supervisor Williams to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public: None.

Review Minutes of:

- a. Library Board (February 21, 2013).

Motion made by Supervisor Williams, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

- 2. **Communication from Supervisor Dantine re: Look into adding more uses for the trails at Neshota Park. *Held for 60 days for a report back.***

Supervisor Hoyer arrived at 5:32pm.

Supervisor Dantine explained that he attended an Ed & Rec meeting two months ago when he asked for consideration of additional use on trails at Neshota Park. At this time, Doug Hartmann provided handouts (attached) stating that Supervisor Dantine's request has resulted in the formation of a Friends of Neshota Park group who are discussing options. Those attending represented interested parties from horse and mountain bike parties, skiers, hikers, etc. Several suggestions were made and a second meeting is scheduled for April 16th at 7 p.m. to further the discussion. An update will be given by staff after that time and as progress is made.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in proper format, Items 5 through 8 were taken at this time.

Golf Course

3. Superintendent's Report.

Superintendent Anthes informed the committee regarding the Trout Creek Project (information attached) explaining that during the month of March the Oneida Nation was contacted regarding the completion of this project. Those items needing completion include asphalt cart paths, pond fill, and sub-surface airification. Anthes went on to report that in February a portion of the creek bank was stabilized through the Land Conservation Department with funding through a 70/30 grant. The Golf Course will pay for 30% of the project. Anthes circulated a map to show the creek bank that was stabilized (attached).

Anthes also reported that that snow and ice has been removed from all greens. The Pro Shop is now open from 11 a.m. to 5 p.m. Monday through Saturday until the Course opens. Opening appears to be delayed until the end of April.

Chairman VanderLeest noted that the May meeting of this committee will be held at the Golf Course beginning with a tour at 5:15 p.m.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Museum

4. Director's Report.

Museum Director Rolf Johnson provided handouts to committee members, briefly highlighting financials which the committee had requested (attached). Supervisor Hoyer had questions related to revenue from exhibit openings and Johnson agreed to provide that information in the future.

Johnson also updated the committee on exhibits, one being the possible acquisition of the USS Green Bay. The offices of Congressman Reid Ribble and Senator Tammy Baldwin are coordinating contacts with the US State Department to expedite the process.

Other exhibits coming in the next months include The Golden Age of Video Games, Phase II of the Port of Green Bay, and Sacred Stick: The Game of LaCrosse (an exhibit with the Oneida Nation). In addition, a return of the 1812 exhibit in honor of the Perry Centennial is planned, along with a 4th of July celebration, and the Tall Ships Festival. (See attached report for further details)

When asked for further information on "The Golden Age of Video Games" by Supervisor VanDyck, Director Johnson reported that one idea is to have a contest such as a Pac Man Tournament and ideas are being considered for this event.

Johnson reported that the concept of a "cultural campus" is being analyzed by a Study Group assembled by the County Executive. Meetings have been held with Supervisors VanderLeest, Lund, and Erickson and others are scheduled in the upcoming weeks. Museum Board Chairman, Tim Nixon, was elected as Chairman of this group. Both the Museum and Library Directors are involved with the process.

Member Swap day – Saturday May 4, 2013 will be set aside as a time for members to explore other area attractions such as the Botanical Garden, the National Railroad Museum, the NEW Zoo, and the Neville Public Museum.

III

Chairman VanderLeest informed members that the Museum is scheduled to host the Education & Recreation Committee meeting in June, however, this will be confirmed.

Motion made by Supervisor VanDyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

(Move to #9 on the agenda)

NEW Zoo and Park Management

5. Park Management - Assistant Director and Field Staff Report.

A report for April 2013 was distributed and is attached. The report, highlighted by Doug Hartman, included information related to the Neshota Friends Group, the Bay Shore Surplus Land, Suamico River Dredging, Maple Syrup program, Deer Hunter registration at Neshota Park, and the Lily Lake Aerator RFP. He also reported that the Park Management office will be moving from their current location (to be determined) to allow County Board Offices to be closer to the County Clerk Office.

Supervisor Van Dyck questioned the purpose of the field staff reports and Hartman explained they are for informational purposes and to take less reporting time at committee meetings.

Motion made by Supervisor Hoyer, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 6. Budget Adjustment Request (13-22): Increase in expenses with offsetting increase in revenue.**
This transfer will place money from the Cross Country Ski (special revenue) fund balance into the outlay equipment account to cover expenses for the purchase of a snowmobile to groom ski trails. The existing snowmobile is older and reaching the end of its useful life and is not worth the cost of major repairs that will soon be necessary. Fund balance will also be needed to cover several repairs performed on this snowmobile to keep it operating for the time being as well as funding unexpected repair costs for our Pisten Bully grooming machine that Highway is going to perform.

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Zoo Budget Status Financial Report for December, 2012.

Budget details were reported by Neal Anderson who explained the Zoo is operating at an increase over past reporting.

Motion made by Supervisor Hoyer, seconded by Supervisor Williams to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Zoo Monthly Activity Report for March, 2013.

- a. Operations Report for February, 2013.**
 - i. Admissions, Revenue, Attendance Report.**
 - ii. Gift Shop, Mayan Zoo Pass Revenue Report.**
- b. NEW Zoo Education & Volunteer Programs Report.**
- c. Zoo Animal Collection Report for March, 2013.**
- d. Zoo Director's Report.**

III

NEW ZOO Director Neil Anderson reported that numbers in the above categories have shown an increase over the previous year.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to suspend the rules and take Items 8a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Campbell, seconded by Supervisor Hoyer to receive and place on file Items 8a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

The committee moved back to Item 3 at this time.

Resch Centre/Arena/Shopko Hall

9. **Complex Attendance for the Brown County Veterans Memorial Complex for February, 2013.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Library

10. **Budget Status Financial Report for December, 2012.**

Motion made by Supervisor Williams, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Approval of Commendation for Marian S. Holmes for May County Board Meeting.**

Chairman VanderLeest explained that a Commendation for Marion S. Holmes was being presented for approval, noting that Ms. Holmes had bequeathed \$109,000 to the Brown County Library for the purpose of enlarging their collection of large print and audio books. Action by this committee will be forwarded to the County Board for final approval.

The committee asked for a follow-up as this amount of money is expended as to how many large print and audio books can be purchased.

Motion made by Supervisor VanderLeest, seconded by Supervisor Van Dyck to approve the Commendation for Marion S. Holmes and direct County Board staff to send it, after being approved and signed by appropriate parties, to the Holmes family. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Director's Report.**

Library Director, Lynn Stainbrook, distributed her written report for February 2013 (attached), introducing Library staff who were present to newly appointed Supervisor Campbell.

Stainbrook also distributed information relative to the possibility of sharing with Bay Area Workforce Development, one idea being that the Library house a Workforce/Job Center. Discussions are ongoing will be reported to this committee.

Information relative to budget carryovers was distributed and highlighted (attached). Ms. Stainbrook stated projects include books, periodicals/subscriptions; Central Management Software for Cash Drawer; Credit Card Swipe for four Self-Checks at Central; public computer chairs at Weyers-Hillard, blinds at Southwest, wireless adapters for public computers; and

lighting design at Central. In addition, dollars were identified for projects related to maintenance and energy conservation methods per Boldt & General Energy Assessments.

**Supervisor VanDyck asked for information related to the sharing of resources with other counties and Director Stainbrook noted that talks are ongoing.

Doug Marsh provided handouts (attached) regarding the Central Library Elevator Modernization Bid Approval. In summary, five bids were received, two from general contractors, and three from elevator vendors. Bids included a base bid and three add alternate bids. Staff recommendation is to award to the low bidder, Schindler Elevator Corporation for a fiscal impact of \$323,450. See distributed information for details. Approval will be on the agenda of the May County Board meeting.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

13. Audit of bills.

Motion made by Supervisor Van Dyck, seconded by Supervisor Campbell to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Such other matters as authorized by law.

Chairman VanderLeest announced that the next meeting of this committee will be scheduled for Wednesday, May 1st at the Golf Course beginning with a tour at 5:15 pm followed by the meeting.

Supervisor Campbell asked the possibility of hiring an intern who would be available for marketing of County facilities and Chairman VanderLeest directed her to forward a communication to the April 17th County Board for placement on the May 1st agenda of this committee. Supervisor Hoyer noted that the Executive has had an intern, suggesting contact with that office to determine the process. Library Director Stainbrook pointed out there are unpaid interns who sometimes work 10 to 12 hours a week (dependent on their credit hours) through the UW system.

Motion made by Supervisor Van Dyck, seconded by Supervisor Williams to adjourn at 6:40 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

At this time the committee took a tour of the Weyers-Hilliard Library to see the changes that have been made.

Respectfully submitted,

Alicia Loehlein
Recording Secretary

Rae G. Knippel
Transcriptionist

III

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **March 21, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, VICKY VAN VONDEREN, TIM NIXON, CHRISTOPHER WAGNER, TERRY WATERMOLEN and PAT WILLIAMS

EXCUSED: CARLA BUBOLTZ and BOB NIELSEN

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Sue Lagerman, Curt Beyler (staff); Troy Streckenbach, (Brown County Executive); Doug Marsh (Brown County Public Works); Bill Meindl (Allouez); and Beth Jones (FOX-11 News).

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m.

CONSENT ITEMS

a. Approve/modify agenda

Motion by Williams, seconded by Van Vonderen, to approve the agenda. **Motion carried.**

b. Approval of minutes

There was one modification to the minutes – C. Buboltz was listed as both present and excused. She was excused only.

Motion by Williams, seconded by Van Vonderen, to approve the modified minutes. **Motion carried.** **Motion** by Watermolen, seconded by Carmichael to approve the consent items. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

A letter from Chris Froelich reflecting on his time serving as a Library Board Trustee was distributed. His term on the Board has expired.

A letter from the WI Department of Public Instruction declaring the renewal of L. Stainbrook's Grade 1 Public Librarian Certificate, valid through April 2018, was also shared.

INVITED GUESTS

a. Brown County Executive Troy Streckenbach – Cultural Campus

T. Streckenbach stated he appreciates the opportunity to discuss the proposal that suggests co-locating the Neville Public Museum (NPM) and the Central Library thereby creating a cultural campus in the town center. He explained the impetus behind this proposal has been the five years spent exploring the renovation of the Central Library and the costs involved. The problems at Central will not go away. The question is how to take the county's cultural institutions and set them up for success in the future and to be sustainable for future generations. The idea of looking at and exploring a co-location is a great opportunity for the library and the museum whether the possibilities/suggestions are good ideas or not. The Space Needs Analysis conducted by the Library demonstrates needs such as expanding the Children's Department, more room for additional computers and electronics; reading rooms; private spaces; etc. Streckenbach thinks remedies for these needs can be accomplished at the other location. Rather than being separated by bridges and development, and being ours/theirs, he suggests maximizing space in an active development area and taking both assets and locating them in the heart of activity. He envisions a reading class about being a patriot on the Fourth of July. Rolf Johnson is considering a museum ship for education. In looking at the long term responsibility of the county, the question about how to set up for success in the long run must be asked. The community as a whole might stand behind this project versus only interested parties for either a library or museum singular project. He has researched pros and cons and admits there a lot of unknowns – parking, square footage; expansion; but this is a chance to give the museum a new opportunity.

A Task Force has been formed to examine the cultural campus possibility and consists of Brown County Supervisors Tom Lund and Pat LaViolette; City Aldermen, Tom De Wane and Jesse Brunette; Library Board members Kathy Pletcher and Tim Nixon; Ashwaubenon Village President Michael Aubinger; Museum Foundation Board member Donald Salmon; and Village of Suamico Trustee, Ben Schenckelberg. T. Streckenbach stated that this group will ultimately make the decision about the feasibility of a cultural campus. If the Task Force decides a co-location doesn't make sense then the county will figure out what to do to make the museum relevant and revisit the discussion about making the library safe for the public to use. The Task Force intends to examine space needs and determine absolute needs; what would need to be added on; and determine what square footage would be necessary to be successful. Eventually the Library Director and the Museum Director would be involved in the discussion. V. Van Vonderen asked about a time frame for this determination to be reached. T. Streckenbach has set the end of 2013 as a target date.

In the meantime and per the Library Board, projects underway at the Central Library should continue. Co-location doesn't necessarily mean in the same building – it could also mean a separate building in the vicinity of the other. D. Carmichael asked about the synergy of co-locating in a single building. T. Streckenbach replied that the NPM can be built up and out towards the parking lot and feels the best scenario would be one building. Collaborations of libraries and museums are real and communities should be

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looking at that. He continued to say that there is a trend in collaboration and cooperation and described similar scenarios. He indicated that there are not many in the U.S. as there are in the United Kingdom and Australia but we could learn from those. D. Carmichael reminded that the library and museum were once co-located and the library had to be expanded due to public demand. The Task Force should understand the complete history of the library. T. Streckenbach went on to say that research shows collaborations added value, expertise, funding, partners, sometimes shared staff, and the ability to fulfill similar missions. (Austin's cultural campus was cited as an example). L. Stainbrook commented that the Library and the NPM work together already on several programs.

In addition to the Space Needs Analysis, it might be beneficial for the Task Force to also look at services and missions to determine what is alike and what is different. V. Van Vonderen commented that the Task Force is up against the public's perception if there is still a need for libraries – there has to be information about the library of the future. It was suggested that the Task Force should attend Garry Golden's presentation at the Central Library on April 11 where he will discuss how issues that shape business and society are redefining our local communities and the nature of our public institutions. In order to determine the vision of a cultural campus the Task Force has to be comfortable with libraries of the future and successful museums. T. Streckenbach stated he is supportive of public libraries and firmly believes that having free access is inherently important and is absolutely something that needs to be provided. He continued that the cultural campus would utilize the waterfront (grab a book and sit on the river) and enhance prime real estate.

T. Streckenbach stated the library has the demand but the building is suffering. At the end of the day there is an opportunity to address to important institutions – right in the middle of revitalization in the heart of Green Bay. Problems are opportunities to explore. C. Wagner noted that the library does not have a usage problem and wondered if day traffic from downtown workers would suffer if the library was across the river. The On Broadway Farmer's Market on Wednesday nights in the summer months could drive some traffic. T. Watermolen wondered about the NPM property being landlocked (river/railroad) and how this could potentially limit future expansion. The library will be 125 years old in 2014 and the museum, 100 years. The County Executive envisions a celebration to commemorate the vision of both institutions.

The Library Board believes the idea is worth exploring but it can't be dragged out because, in the meantime, the Central Library continues to have challenges. T. Streckenbach is cognizant of time and will ask the Task Force to be mindful of that and to communicate regularly. The timeline is crucial. If the recommendation of the Task Force makes financial sense, the County Executive will stand behind it. The idea of two buildings in the same area should not be forgotten as an option. It is also important to look at the advancement Downtown is making and seize the opportunity to be part of that energy and momentum.

The Task Force will meet on Monday, March 24, 2013 at 4:00 p.m. T. Streckenbach noted that while he is in office, he will do everything to enhance the county's cultural institutions because they make a community strong. He assured he will act in good gesture and in good faith.

b. Public Works – Doug Marsh

D. Marsh gave an update on the elevator bids. Time has been spent tabulating, evaluating and following up with qualifying bidders. There was some incongruity among the bids which made evaluating the bids difficult and resulted in a revision of the bid tabulation. Some vendors included costs for one or both elevator cars or both but the sum total didn't match; some vendors misread the cost form etc. T. Nixon commented that the bid specs must have been written poorly to have such a variation in bids.

Schindler Elevator Corporation, aggressive in its bidding (\$191,757.00 for the Base Bid and Alternative Bid #1), will be awarded the project. The work includes controllers, power units, door operators, and fixture signals (button and lights, call buttons in the hallway and inside cab). Public Works is also considering recommending to PD&T alternate bid #3 which would proactively replace the hydraulic cylinders and re-plumbing the casing if necessary.

The question was asked if it still makes sense to do move forward on this project if there is a year-end decision to co-locate. Realistically, an actual move is at least five years away – if it happens. The county still has to be a responsible property owner. D. Marsh recommends moving forward on the projects that the library is already committed to as well as outstanding safety issues.

It was asked if the elevator project could be held up for an interim period (30 – 120 days) until more is known about a co-location. But keeping a minimum of five years in mind for an actual move, D. Marsh reminded that age and reliability are the issues. Replacing cylinders now would be less expensive than replacing them if they fail. The core issue is to modernize, upgrade, alleviate obsolescence, reduce maintenance and improve overall reliability.

STRATEGIC PLANNING DISCUSSION

The Library Board proposed the following mission/vision statement that emerged from the Library Board retreat: "Providing trusted information and resources to connect people, ideas and community." **Motion** by D. Carmichael, seconded by V. Van Vonderen, to approve this mission/vision statement. **Motion carried.**

LIBRARY BUSINESS

a. Information Services Report

New telephone server changeover went fine. No other updates.

b. Financial Manager's report, bills and donations

L. Denault presented the financial reports for December, 2012 and January, 2013. **Motion** by T. Nixon, seconded by V. Van Vonderen, to approve the December, 2012 financial reports. **Motion carried.** **Motion** and T. Nixon, seconded by V. Van Vonderen January, 2013 financial reports as presented. **Motion carried.** There were no bills out of the ordinary. **Motion** by D. Carmichael, seconded by P. Williams, to approve the December, 2012 and January, 2013 donations as follows:

Brown County Library Gifts, Grants & Donations Report December 2012

Gifts & Donations

12/06/12	Nancy Stimart	1,000.00	Library Improvements
12/06/12	Michael & Susan Smullen	1,000.00	Kress Children's Materials
12/06/12	Focus on Energy	1,902.00	Kress Boiler & Lights
12/06/12	Focus on Energy	1,197.00	Weyers-Hilliard Boiler
12/13/12	Joan Barr	100.00	Weyers-Hilliard Branch
12/20/12	Branch Buddies of the Brown County Library	75.00	Weyers-Hilliard Performer
12/20/12	Branch Buddies of the Brown County Library	50.00	Weyers-Hilliard Performer
12/20/12	Branch Buddies of the Brown County Library	40.35	Southwest Easels
12/20/12	James & Joan Hogan	100.00	Multicultural Needs
12/20/12	Maurice & June Robinson Family Foundation	3,000.00	Library Improvements
12/20/12	Friends of the Brown County Library	348.30	Archival Supplies
12/20/12	Friends of the Brown County Library	17.48	East Program Supplies
12/20/12	Friends of the Brown County Library	12,703.35	Kress Sustainability Project
12/27/12	Wochinske Family Foundation	2,000.00	Teen Summer Reading Prog.
12/31/12	Diane Nagy	15.00	Southwest Materials
12/31/12	Dennis Keyzer	60.00	Non-Fiction Materials
12/31/12	Anna Mae Petrusha	25.00	Central Materials
12/31/12	Kurt Banaszynski - In Memory of Ethel Banaszynski	500.00	Pulaski Materials
12/31/12	Marian S. Holmes Estate	109,237.97	Audio & Large Print Materials
12/31/12	Friends of the Brown County Library	6,016.00	Early Literacy Stations
12/31/12	Friends of the Brown County Library	30.00	East Program Supplies
12/31/12	Friends of the Brown County Library	207.33	Teen Parent Books
12/31/12	Friends of BCL/Wrightstown Area Library Committee	7,628.67	Wrightstown Operating Exp.
12/31/12	Ashwaubenon	104.82	Donation Box
12/31/12	Bookmobile	2.01	Donation Box
12/31/12	East	90.32	Donation Box
12/31/12	Weyers/Hilliard	38.53	Donation Box
12/31/12	Central Circulation	71.51	Donation Box
12/31/12	Kress	22.81	Donation Box
12/31/12	Pulaski	25.54	Donation Box
12/31/12	Southwest	26.20	Donation Box
12/31/12	Wrightstown	20.62	Donation Box
	Total Donations	\$ 147,655.81	

Federal & State Grants

12/31/2012	Nicolet Federated Library System	\$ 88,454.97	Technology Grant
	Total Grants	\$ 88,454.97	

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**Brown County Library
Gifts, Grants & Donations Report
January 2013**

Gifts & Donations

01/25/13	Friends of the Brown County Library	683.33	East Display Unit
01/25/13	Friends of the Brown County Library	399.48	Wrightstown Literacy Carpet
01/25/13	Friends of the Brown County Library	548.00	Central iPad
01/25/13	Friends of the Brown County Library	215.63	Children's Supplies
01/25/13	Friends of the Brown County Library	356.50	Continuing Education
01/25/13	Friends of the Brown County Library	689.97	Camcorder
01/25/13	Friends of the Brown County Library	494.31	Entry Boxes
01/31/13	Brown County Community Women's Club	25.00	Kress Materials
01/31/13	Ashwaubenon		Donation Box
01/31/13	Bookmobile		Donation Box
01/31/13	East		Donation Box
01/31/13	Weyers/Hilliard		Donation Box
01/31/13	Central Circulation	49.03	Donation Box
01/31/13	Kress		Donation Box
01/31/13	Pulaski		Donation Box
01/31/13	Southwest		Donation Box
01/31/13	Wrightstown		Donation Box
	Total Donations	\$ 3,461.25	

Federal & State Grants

1/31/2013	Nicolet Federated Library System	\$ 6,664.00	Technology Grant
	Total Grants	\$ 6,664.00	

Motion carried.

c. Approve expenditure of carryover funds for PCI Compliance (Bibliotecha) \$10,852

Motion by T. Nixon, seconded by V. Van Vonderen, to approve carryover funds of \$10,852 for the purposes of PCI Compliance. **Motion carried.**

d. Approve plans for expending additional carryover funds

Motion by V. Van Vonderen, seconded by D. Carmichael, to approve the expenditure of additional carryover funds in the amount of \$232,084. **Motion carried.**

e. Approve Budget Adjustment Notice – Transfer funds equal to the amount of a bequest designated for audio and large print materials from books, Periodicals, Subscriptions to Equipment – Non-Outlay for the purpose of the library's radio frequency identification system. \$85,500

Motion by V. Van Vonderen, seconded by T. Nixon, to approve the Budget Adjustment Notice to transfer funds equal to the amount of a bequest designated for audio and large print materials from books, Periodicals, Subscriptions to Equipment – Non-Outlay for the purpose of the library's radio frequency identification system. **Motion carried.**

f. Transfer funds donated for Space Needs analysis from Nicolet checking account to BCL Foundation (\$8,907)

Motion by T. Watermolen, seconded by C. Wagner to approve the transfer of funds designated for Space Needs Analysis from the Nicolet Bank checking account to the BCL Foundation. **Motion carried.** It was noted that the donor was in agreement with this transfer.

g. Personnel

1. Approve updated 2013 Classification and Compensation schedule

Motion by T. Watermolen, seconded by C. Wagner, to approve the 2013 Classification and Compensation schedule. **Motion carried.** L. Stainbrook reported that she has approached the County Executive, and he had agreed, that the library should search for a private payroll service and the Library Board agrees that services, similar to those provided by the county, should be investigated. A comparison needs to be made between what the county provides and what is available. A competitive price should be considered for outsourcing (even if we contract with the county). An entire HR structure could be built. There are many options to consider.

1a

2. Approve Table of Organization change for Children's Librarian at Ashwaubenon and Pulaski

Motion by T. Watermolen, seconded by C. Wagner, to approve the Table of Organization change as follows:

The Library Director recommends that the Library Board, for budgeting and Table of Organization purposes, delete the full-time Children's Librarian position at Ashwaubenon and creates a part-time (22.5 hours per week) Children's Librarian at Ashwaubenon and a part-time (15 hours per week) Children's Librarian at Pulaski, with the intent that these two part-time positions are filled by the same person as one full-time equivalent. This has no fiscal impact and would be filled by the current Children's Librarian.

In addition, the Library Director recommends that the Library Board delete the 20-hour Children's Librarian position at the Pulaski Branch and use the resulting savings to add a 25-hour Library Service Associate at the Ashwaubenon Branch.

The Library Director recommends that the Library Board delete the Library Housekeeper position in the Maintenance Department and replace it with an additional Library Maintenance Worker position.

Position	Hours	Location	Wage Rate	Salary	Fringe	Total	Net Savings
<i>delete:</i>							
.53 Children's Librarian	20	Pulaski	\$ 22.74	\$ 23,648.56	\$ 10,050.64	\$ 33,699.20	
1.0 Library Housekeeper	37.5	Facilities	\$ 13.60	\$ 26,527.61	\$ 11,274.23	\$ 37,801.84	\$ 71,501.04
<i>add:</i>							
.67 Library Service Associate	25	Ashwaubenon	\$ 17.96	\$ 23,348.00	\$ 9,922.90	\$ (33,270.90)	
1.0 Maintenance Worker	37.5	Facilities	\$ 16.98	\$ 33,112.56	\$ 14,072.84	\$ (47,185.40)	\$ (80,456.30)
							\$ (8,955.26)
NET COST							\$8,955.26

This change will increase personnel costs by \$8,955. While this will reduce the overall savings to date to \$2,758, it will increase productivity in the Maintenance Department and eliminate a problematic pay equity issue.

This table of organization change and permission to fill open positions and subsequent annual savings, submitted for approval at the March 21, 2013 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), will be reported to the Education & Recreation Committee on April 4, 2013 as part of the Director's Report and attached to the meeting minutes. Motion carried.

h. Facilities Report

T. Watermolen commented that the carryover/savings are due in part from what's been implemented. C. Beyler reported that the direct digital control (DDC) is working at the Ashwaubenon Branch and the related software has an occupancy tracking features that reports the number of people in the building as well as those coming and going and adjusts accordingly. Central therm gas usage is at an all-time low. L. Stainbrook mentioned that retrofitting fluorescent fixtures at Central with fixtures with a minimum of a 5-year payback is being investigated.

i. Approve late opening on Friday, September 27, 2013 for purpose of All-Staff Meeting

Motion by T. Watermolen, seconded by V. Van Vonderen, to approve a late opening on Friday, September 27, 2013 for the purpose of an All-Staff Meeting. Motion carried.

j. Meeting locations for 2013

Input was sought for branch locations to host Library Board meetings. Weyers-Hilliard, Pulaski and Ashwaubenon were suggested.

k. Adopt Record Retention Schedule for WI Public Libraries and Public Library Systems

Motion by T. Watermolen, seconded by V. Van Vonderen, to adopt the Record Retention Schedule for WI Public Libraries and Public Library Systems. Motion carried.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update

No update. K. Pletcher is now a Brown County representative. The next meeting is April 9, 2013.

b. Statewide Consolidation of Systems

la

A letter was sent to the Department of Public Instruction encouraging consolidation of systems. A copy will also be sent to legislators after election.

OLD BUSINESS

a. Reimbursement by Adjacent Counties

Reimbursement was received from Calumet, Manitowoc, and Oconto counties but not Outagamie or Kewaunee counties. L. Stainbrook had a meeting with Rick Krumwiede to discuss the reimbursement and will meet with him again in April. The payment deadline was March 1. T. Streckenbach is trying to arrange a meeting with Outagamie's County Executive. There really is no enforcement mechanism other than withholding privileges from their residents. It is unknown how long Outagamie County can withhold payment.

PRESIDENT'S REPORT

A meeting was held with Public Works Director, Paul Van Noie. Pat Williams and Supervisor John VanderLeest also attended. The elevator repair is clearly the county's project and is proceeding per the Public Works plan previously crafted which includes repairs and minimal fixes. P. Williams appreciated C. Beyler's persistence in questioning actions of the Public Works Department.

DIRECTOR'S REPORT

L. Stainbrook reported that the "Evening in Tuscany" fundraiser for the Wrightstown Branch raised an estimated \$11,000 and an additional \$734.49 for books. It was very successful event.

C. Wagner stated that he is troubled by problem people at the library. L. Stainbrook replied that furniture moves have helped to prevent congregating and that the Mayor has created a task planned to investigate day services for homeless. She plans to meet with Mayor Schmitt in a couple weeks regarding this. She has talked to County Executive Streckenbach as well.

The library's security provider has changed hands and has provided better training for their staff. Regular GBPD officers are not budgeted. Security addresses behavior so it does not interfere with library service. Loitering and behavior are problems. T. Watermolen suggested that the library asks the mayor for a police officer from 11am-4 pm weekdays (until security arrives) as well as obtaining a cost for a security guard to be here these hours as well. Funding could be sought and it was suggested that maybe the city would supplement part of the cost.

L. Hoffman commended the staff for how they handle things but agree they should not have to do this.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY: TO DO'S; ITEMS FOR FUTURE MEETINGS

None.

ADJOURNMENT

Motion by T. Watermolen, seconded by C. Wagner, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:10 p.m.

NEXT REGULAR MEETING

April 18, 2013
Central Library
515 Pine Street, Green Bay
5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

la

12/31/2012

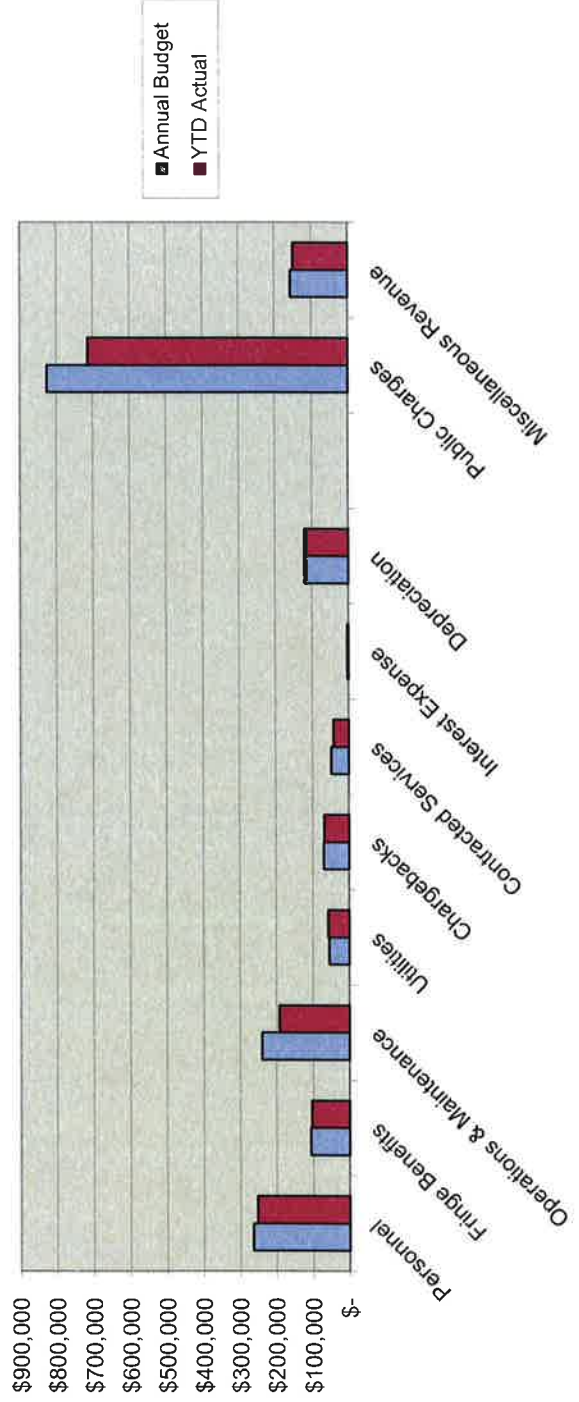
	Annual Budget	YTD Budget	YTD %
Personnel	\$ 264,809	\$ 253,757	96%
Fringe Benefits	\$ 107,435	\$ 104,145	97%
Operations & Maintenance	\$ 240,394	\$ 192,770	80%
Utilities	\$ 56,020	\$ 58,423	104%
Chargebacks	\$ 70,326	\$ 68,730	98%
Contracted Services	\$ 48,577	\$ 43,123	89%
Interest Expense	\$ 4,041	\$ 4,041	100%
Depreciation	\$ 119,834	\$ 119,333	100%
Public Charges	\$ 826,439	\$ 713,860	86%
Miscellaneous Revenue	\$ 156,501	\$ 149,124	95%

HIGHLIGHTS:

Expenses are well within budgeted amounts.
The golf course is a seasonal operation that runs from April to November.

In 2012 Total Revenues exceeded Total expenses by \$17,466.56.

Golf Course Budget Analysis December 31, 2012

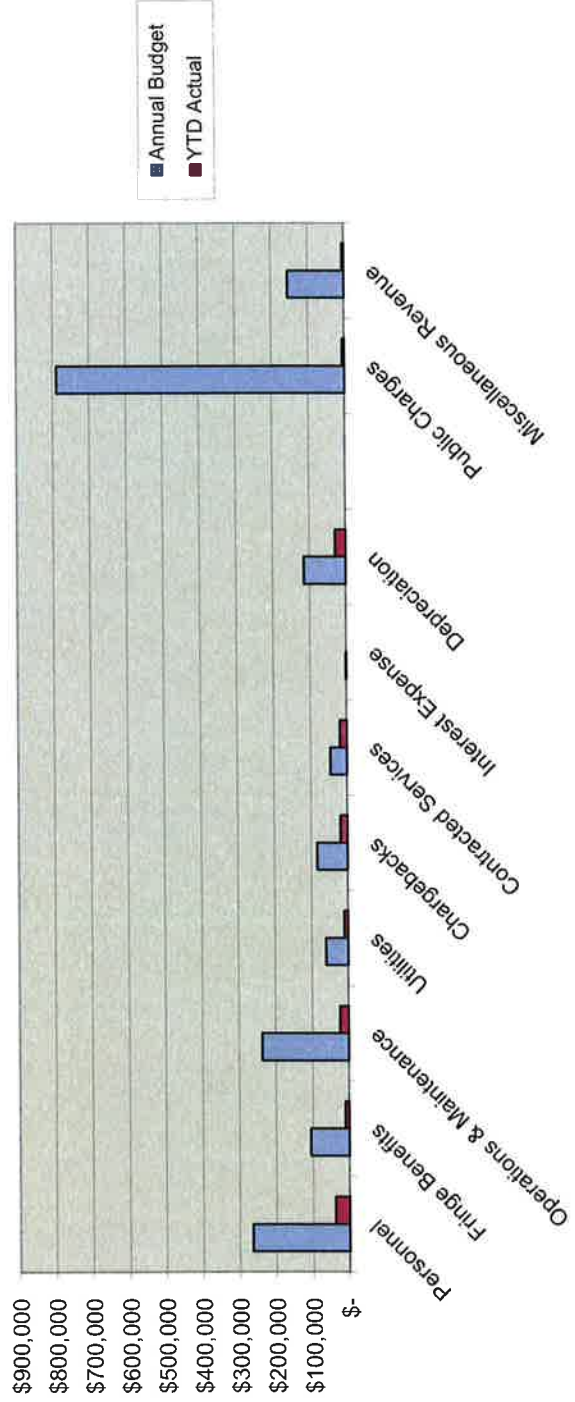


	Annual Budget	YTD Budget	YTD %
Personnel	\$ 264,809	\$ 39,624	15%
Fringe Benefits	\$ 105,916	\$ 10,615	10%
Operations & Maintenance	\$ 237,900	\$ 24,665	10%
Utilities	\$ 61,262	\$ 10,817	18%
Chargebacks	\$ 84,272	\$ 20,244	24%
Contracted Services	\$ 46,746	\$ 20,054	43%
Interest Expense	\$ 1,846	\$ -	0%
Depreciation	\$ 115,344	\$ 29,559	26%
Public Charges	\$ 789,522	\$ 6,517	1%
Miscellaneous Revenue	\$ 154,501	\$ 5,338	3%

HIGHLIGHTS:

Expenses are well within budgeted amounts.
The golf course is a seasonal operation that runs from April to November.

Golf Course Budget Analysis March 31, 2013



Golf Course

Brown County

897 Riverdale Drive
Oneida, WI 54155

Scott P. Anthes

PHONE: (920) 492-4972 FAX: (920) 497-5510 WEB: www.browncountycg.com

Superintendent

To: Sandy Juno
From: Scott Anthes and Supervisor Vanderleest
Date: 4/24/2013
Re: Golf Course Rates

Sandy,

Per County code 8.23.2(b) which states "additionally, the Golf Course Superintendent shall be delegated the authority with concurrence of the Chair or Vice Chair of the Education and Recreation to temporarily lower County Golf Course fees" and after discussion regarding the current golf course conditions, it has been agreed and authorized per County Code to amend the season pass rates for 2013.

Please follow the Season Pass rates below:

Adult	\$1150 to \$750
Senior	\$1050 to \$650
18 to 22 Yr. old	\$675 to \$500
Junior	\$275 to \$250
Husband and wife	\$2150 to \$1750
Senior Husband and Wife	\$2050 to \$1650
Both Type 1 and Type 2 restricted	\$675 to \$475
Family Restricted	\$1000 to \$800

All previously purchased passes will be given a voucher for the difference that can be used towards next years pass. If they choose they may receive a refund for the full or difference of the rate change. I will be contacting these customers and to let them know their options. Refunds are only subject to those who purchased passes prior to the rate change.

Please see the attached voucher for future reference.

We will be temporarily lower the daily rate as well. This rate will be good for the month of May and will be revisited every month after to see if adjustments need to be made.

18 Hole Daily Fee Rate (one rate for everybody)	\$35 to \$20
9 Hole Daily Fee Rate (one rate for everybody)	\$20 to \$10

Thank you,

Scott Anthes
Golf Course Superintendent

John Vander Leest
County Board Supervisor District 10



Golf Course Report
April 2013

During the month of March here are a few highlights of things that were done:

1. #17 Trout Creek Project
 - a. Asphalt is scheduled to be laid in mid May
2. #2 Trout Creek Project
 - a. Land Con has areas that are of concern to them. They are notifying the contractor and will get him back out here to fix what needs to be fixed.
3. Extra Land Update
 - a. An appraiser has been hired. Should be completed by May 24th.
4. Golf Course Monitoring Update
 - i. Covers were lifted on April 22, 2013
 - ii. Ice damage is present on all greens.
 - iii. Greens #2, 3, 5, 6, 8, 12, 13, 14, 17 were effected the most.
 - iv. Greens #2, #13 will be temporary greens for near future. This will be revisited as the month goes on.
5. Golf Course Rates
 - a. Due to the winter damage we have decided to lower rates.
 - b. Season passes will be lowered by \$400
 - c. For the month of May we will lower daily rates to \$20 for 18 holes and \$10 for 9 holes.
 - i. This rate will be good for everybody and good for any day.
 - ii. We will revisit these rates at the end of the month and make adjustments if necessary.



Budget by Account Classification Report

Through 03/31/13
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	816,264.00	.00	816,264.00	68,022.00	.00	204,066.00	612,198.00	25	882,104.04
Intergovernmental	47,017.00	.00	47,017.00	3,538.87	.00	8,376.78	38,640.22	18	29,567.74
Charges for sales and services	190,526.00	.00	190,526.00	9,657.60	.00	24,831.52	165,694.48	13	108,780.76
Miscellaneous revenue	2,000.00	.00	2,000.00	130.00	.00	234.00	1,766.00	12	750.00
Rent	8,650.00	.00	8,650.00	1,770.00	.00	1,095.00	7,555.00	13	11,493.00
Contributions	113,200.00	.00	113,200.00	10,096.57	.00	10,290.55	102,909.45	9	186,362.04
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	94,354.00
REVENUE TOTALS	\$1,177,657.00	\$0.00	\$1,177,657.00	\$93,215.04	\$0.00	\$248,893.85	\$928,763.15	21%	\$1,313,411.58
EXPENSE									
Personnel services	445,946.00	.00	445,946.00	59,065.15	.00	117,312.13	328,633.87	26	455,075.98
Fringe benefits and taxes	179,820.00	.00	179,820.00	20,263.76	.00	45,782.01	134,037.99	25	180,916.56
Employee costs	650.00	.00	650.00	.00	.00	.00	650.00	0	800.65
Operations and maintenance	44,693.00	.00	44,693.00	4,324.80	.00	12,032.72	32,660.28	27	52,088.62
Insurance costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Utilities	78,900.00	.00	78,900.00	5,802.81	.00	16,606.28	62,293.72	21	72,296.24
Chargebacks	262,647.00	.00	262,647.00	22,607.38	.00	65,150.91	197,496.09	25	255,931.10
Contracted services	60,000.00	.00	60,000.00	6,942.00	.00	12,963.60	47,036.40	22	80,318.70
Other	105,001.00	.00	105,001.00	9,914.07	.00	9,914.07	95,086.93	9	185,295.42
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	(356.12)
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	8,500.00
EXPENSE TOTALS	\$1,177,657.00	\$0.00	\$1,177,657.00	\$128,919.97	\$0.00	\$279,761.72	\$897,895.28	24%	\$1,290,867.15
Fund 100 - GF Totals									
REVENUE TOTALS	1,177,657.00	.00	1,177,657.00	93,215.04	.00	248,893.85	928,763.15	21	1,313,411.58
EXPENSE TOTALS	1,177,657.00	.00	1,177,657.00	128,919.97	.00	279,761.72	897,895.28	24	1,290,867.15
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$35,704.93)	\$0.00	(\$30,867.87)	\$30,867.87		\$22,544.43
Grand Totals									
REVENUE TOTALS	1,177,657.00	.00	1,177,657.00	93,215.04	.00	248,893.85	928,763.15	21	1,313,411.58
EXPENSE TOTALS	1,177,657.00	.00	1,177,657.00	128,919.97	.00	279,761.72	897,895.28	24	1,290,867.15
Grand Totals	\$0.00	\$0.00	\$0.00	(\$35,704.93)	\$0.00	(\$30,867.87)	\$30,867.87		\$22,544.43

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**Neville Public Museum of Brown County
Attendance 5-Year Span
(2009-2013)**

	2009		2010		2011		2012		2013	
	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue
January	5,101	\$7,902	3,624	\$6,722	3,377	\$6,539	3,261	\$6,957	3,241	\$ 9,883
February	4,258	\$4,903	6,096	\$6,401	4,895	\$6,710	4,274	\$7,737	1,876	\$ 4,473
March	5,736	\$7,153	6,713	\$7,061	5,123	\$11,049	5,418	\$10,609	4,798	\$ 10,365
April	5,704	\$5,183	5,324	\$4,562	6,202	\$12,456	5,271	\$9,653		
May	4,368	\$5,555	3,627	\$4,119	3,415	\$6,543	3,459	\$4,447		
June	6,484	\$7,935	5,920	\$7,081	4,934	\$9,387	3,901	\$7,494		
July	7,156	\$7,622	8,201	\$9,335	4,246	\$9,069	3,968	\$9,742		
August	4,720	\$8,688	5,157	\$9,250	3,200	\$6,731	3,675	\$8,937		
September	3,805	\$3,155	3,467	\$3,612	4,459	\$7,879	2,177	\$3,142		
October	5,005	\$4,506	5,017	\$4,236	7,301	\$13,691	2,600	\$4,580		
November	5,194	\$5,352	4,189	\$4,810	4,852	\$7,058	2,646	\$6,825		
December	6,644	\$12,206	7,373	\$12,929	7,257	\$17,142	7,658	\$23,275		
TOTALS	64,175	\$80,160	64,708	\$80,118	59,261	\$114,254	48,308	\$103,398	9,915	\$24,721

*At the request of the Director, beginning March 2013, NPM facility rental attendees will be included in the monthly attendance totals.

Sales Report

Sales method: All sales methods

ReportType: Detailed

Graph: Shown

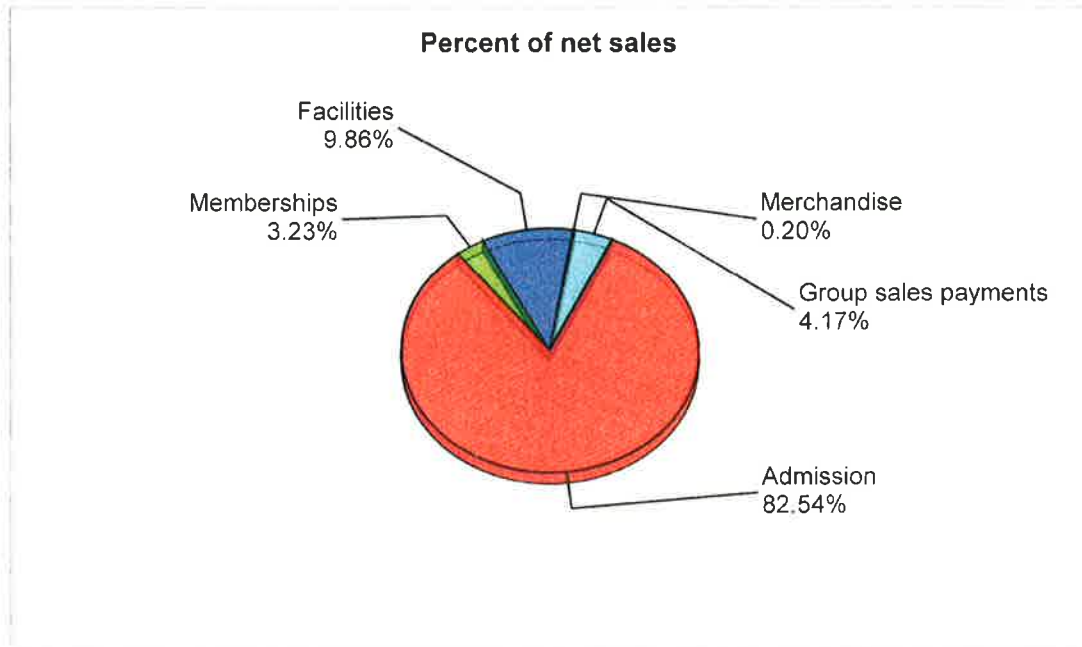
Start date: 3/1/2013

End date: 3/31/2013

Note: This report does not include group sales refunds. You can view information about group sales refunds and revenue from the [Group Sales Revenue report](#).

Revenue summary

Gross	Discounts	Refunds	Net
\$14,096.00	\$1,524.00	\$15.00	\$12,557.00



Revenue details

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
Admission	3,706	\$11,904.00	\$1,524.00	\$15.00	\$10,365.00	82.54%
Admission	2,342	\$7,716.00	\$1,524.00	\$15.00	\$6,177.00	49.19%
Self Guided Group	626	\$1,252.00	\$0.00	\$0.00	\$1,252.00	9.97%
Student Group Tour	474	\$948.00	\$0.00	\$0.00	\$948.00	7.55%
Special Events	264	\$1,988.00	\$0.00	\$0.00	\$1,988.00	15.83%
Easter Egg hunt	264	\$1,988.00	\$0.00	\$0.00	\$1,988.00	15.83%
Memberships	8	\$405.00	\$0.00	\$0.00	\$405.00	3.23%
Friends of the Neville	8	\$405.00	\$0.00	\$0.00	\$405.00	3.23%
Facilities	10	\$1,238.00	-	-	\$1,238.00	9.86%
121 and 122	1	\$190.00	-	-	\$190.00	1.51%

Sales Report

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
121,122, and 123	2	\$418.00	-	-	\$418.00	3.33%
122 and 123	1	\$100.00	-	-	\$100.00	0.80%
Theater	6	\$530.00	-	-	\$530.00	4.22%
Merchandise	2	\$25.00	\$0.00	\$0.00	\$25.00	0.20%
Taxable Collections	2	\$25.00	\$0.00	\$0.00	\$25.00	0.20%
Group sales payments	3	\$524.00	\$0.00	-	\$524.00	4.17%

Sales by Price Type Report

Sales method: All sales methods

Report type: Detail

Graph: Shown

Start date: 3/1/2013

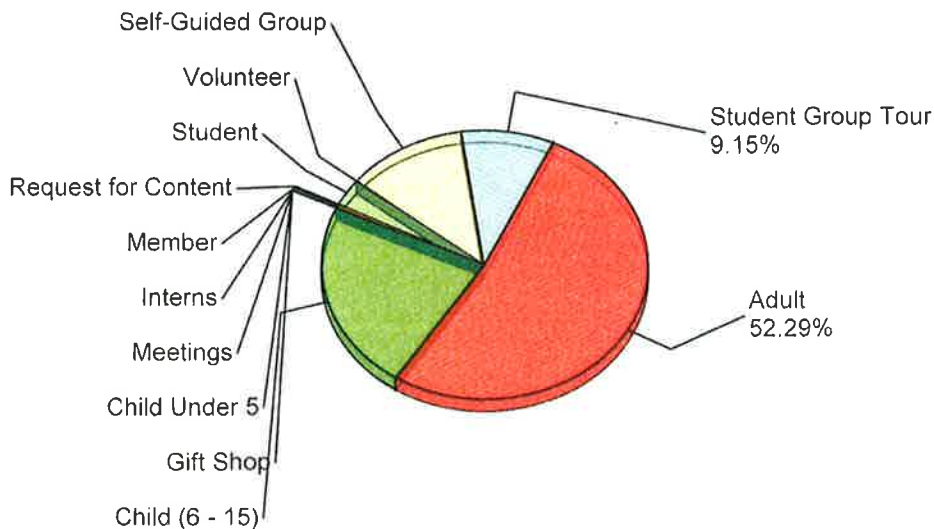
End date: 3/31/2013

Program: All programs

Revenue summary

Price type	Gross	Discounts	Refunds	Net	Percent of net
Adult	\$6,325.00	\$890.00	\$15.00	\$5,420.00	52.29%
Child (6 - 15)	\$2,608.00	\$249.00	\$0.00	\$2,359.00	22.76%
Child Under 5	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Gift Shop	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interns	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Meetings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Member	\$433.00	\$385.00	\$0.00	\$48.00	0.46%
Request for Content	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Student	\$338.00	\$0.00	\$0.00	\$338.00	3.26%
Volunteer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Self-Guided Group	\$1,252.00	\$0.00	\$0.00	\$1,252.00	12.08%
Student Group Tour	\$948.00	\$0.00	\$0.00	\$948.00	9.15%
Total	\$11,904.00	\$1,524.00	\$15.00	\$10,365.00	100.00%

Percent of Net Revenue by Price Type



Revenue details

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
Admission	2342	\$7,716.00	\$1,524.00	\$15.00	\$6,177.00	59.59%
Adult	1134	\$5,685.00	\$890.00	\$15.00	\$4,780.00	46.12%
Child (6 - 15)	436	\$1,308.00	\$249.00	\$0.00	\$1,059.00	10.22%

Sales by Price Type Report

Category	Quantity	Gross	Discounts	Refunds	Net	Percent of net
Child Under 5	259	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Gift Shop	44	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interns	14	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Meetings	17	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Member	77	\$385.00	\$385.00	\$0.00	\$0.00	0.00%
Request for Content	20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Student	169	\$338.00	\$0.00	\$0.00	\$338.00	3.26%
Volunteer	172	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Easter Egg hunt	264	\$1,988.00	\$0.00	\$0.00	\$1,988.00	19.18%
Adult	128	\$640.00	\$0.00	\$0.00	\$640.00	6.17%
Child (6 - 15)	130	\$1,300.00	\$0.00	\$0.00	\$1,300.00	12.54%
Member	6	\$48.00	\$0.00	\$0.00	\$48.00	0.46%
Self Guided Group	626	\$1,252.00	\$0.00	\$0.00	\$1,252.00	12.08%
Self-Guided Group	626	\$1,252.00	\$0.00	\$0.00	\$1,252.00	12.08%
Student Group Tour	474	\$948.00	\$0.00	\$0.00	\$948.00	9.15%
Student Group Tour	474	\$948.00	\$0.00	\$0.00	\$948.00	9.15%

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Sales Comparison Report

This period:	Last Month	Start date:	3/1/2013	End date:	3/31/2013						
Last period:	Specific Date	Start date:	2/1/2013	End date:	2/28/2013						
Sales method:	All sales methods	Sales item:	All types	Report type:	Detailed						
This period			Last period			Variance			% change		
Type	Qty	Net	Qty	Net	Qty	Net	Qty	Net	Qty	Net	
Admission Tickets	3,706	\$10,365.00	1,876	\$4,473.00	1,830	\$5,892.00	97.55	131.72			
Admission	2,342	\$6,177.00	1,498	\$3,717.00	844	\$2,460.00	56.34	66.18			
Self Guided Group	626	\$1,252.00	243	\$486.00	383	\$766.00	157.61	157.61			
Student Group Tour	474	\$948.00	135	\$270.00	339	\$678.00	251.11	251.11			
Special Events											
Easter Egg hunt	264	\$1,988.00	0	\$0.00	264	\$1,988.00	-	-			
Special Events Total	264	\$1,988.00	0	\$0.00	264	\$1,988.00	-	-			
Memberships	8	\$405.00	6	\$285.00	2	\$120.00	33.33	42.11			
Friends of the Neville	8	\$405.00	6	\$285.00	2	\$120.00	33.33	42.11			
Facilities	10	\$1,238.00	0	\$0.00	10	\$1,238.00	-	-			
121 and 122	1	\$190.00	0	\$0.00	1	\$190.00	-	-			
121,122, and 123	2	\$418.00	0	\$0.00	2	\$418.00	-	-			
122 and 123	1	\$100.00	0	\$0.00	1	\$100.00	-	-			
Theater	6	\$530.00	0	\$0.00	6	\$530.00	-	-			
Merchandise	2	\$25.00	7	\$85.00	-5	(\$60.00)	-71.43	-70.59			
Taxable Collections	2	\$25.00	7	\$85.00	-5	(\$60.00)	-71.43	-70.59			
Total		\$12,033.00		\$4,843.00		\$7,190.00		148.46			

Discount Report

Sales method: All sales methods **Report type:** Detailed **User:** All users
Discount: Brown County Residents **Application method:** All **Include refunded discounts:** No
Start date: 3/1/2013 **End date:** 3/31/2013 **Group by:** Discount

Discount	User	Quantity Redeemed	% of Total Quantity	Value Redeemed	% of Total Value
Brown County Residents					
	ckehler48075	38	19.39%	\$170.00	19.91%
	spieschek48075	158	80.61%	\$684.00	80.09%
Grand total:		196	100.00%	\$854.00	100.00%

Reservations By Group Type

Start date: 3/1/2013 End date: 3/31/2013

Group type: All group types

Completed reservations

Group Type	Reservations	Visitors	Outstanding Balance	Net	Percent of Net
Meeting	11	131	\$0.00	\$0.00	0.00%
Private Grades Pre-K thru 5th	2	35	\$0.00	\$70.00	5.31%
Public Grades 6th thru 8th	1	38	\$76.00	\$0.00	0.00%
Public Grades 9th thru 12th	1	41	\$0.00	\$82.00	6.22%
Public Grades Pre-K thru 5th	4	295	\$172.00	\$418.00	31.71%
Public Universities	3	72	\$10.00	\$134.00	10.16%
Room Rental	19	1092	\$320.00	\$600.00	45.52%
Youth Group Pre-K thru 5th	1	43	\$0.00	\$0.00	0.00%
No group type	1	7	\$0.00	\$14.00	1.06%



Space Assessment: Neville Public Museum

Gross square footage: 62,994



Current space allocation

- First Floor (ground level): 20,677 sq. ft.
- Lobby **739** sq. ft.
- Exhibit Galleries: (Walter) **3,213** sq. ft.
- Theatre 134 seats-**1,409** sq. ft.
- Backstage **1,114** sq. ft.
- Gift Shop **1,032** sq. ft.
- Discovery Room **881** sq. ft.
- Classrooms (816 sf + 827 sf + 707 sf) = **2,350** sq. ft.



Current space allocation

- First Floor (continued): 20,677 sq. ft.
- Receiving **2,063** sq. ft.
- Kitchen **357** sq. ft.
- Restrooms (five stalls ea.) **536** sq. ft.
- Miscellaneous **5,497** sq. ft.
 - Halls, storage, small office, etc.



Current space allocation

- Second Floor: 20,554 sq. ft.
- **Exhibit Galleries:**
 - $684 + 722 + 2,352 + 2,357 + 7,402 = 13,517$ sq. ft.
- **Exhibit fabrication shops**
 - $748, 234, 270 + 841 = 2,093$ sq. ft.
- **Miscellaneous 4,390**



Current space allocation

- Third Floor: 21,763 sq. ft.
 - Collections storage & staging
 - $518 + 603 + 6,656 + 1,372 = 9,149$ sq. ft.
 - Library **930** sq. ft.
 - Offices **2,104** sq. ft.
 - Conference Room **695** sq. ft.
 - Staff lounge **401** sq. ft.
 - Mechanical/HVAC **2,880** sq. ft.
 - Miscellaneous **4,841** sq. ft.



Expansion needs (proposed)

- First Floor: @12,000 sq. ft.
- Entrance atrium/ticketing (+ 2,500 sq. ft.)
- Theater expansion (+120 seats)
- Gift shop expansion (+ 750 sq. ft.)
- Café (and expanded kitchen) (1,000 + sq. ft.)
- Resource Centers (+ 1,000 sq. ft.)
- Receiving (crating, uncrating, crate and case storage) (+ 4,000 sq. ft.)



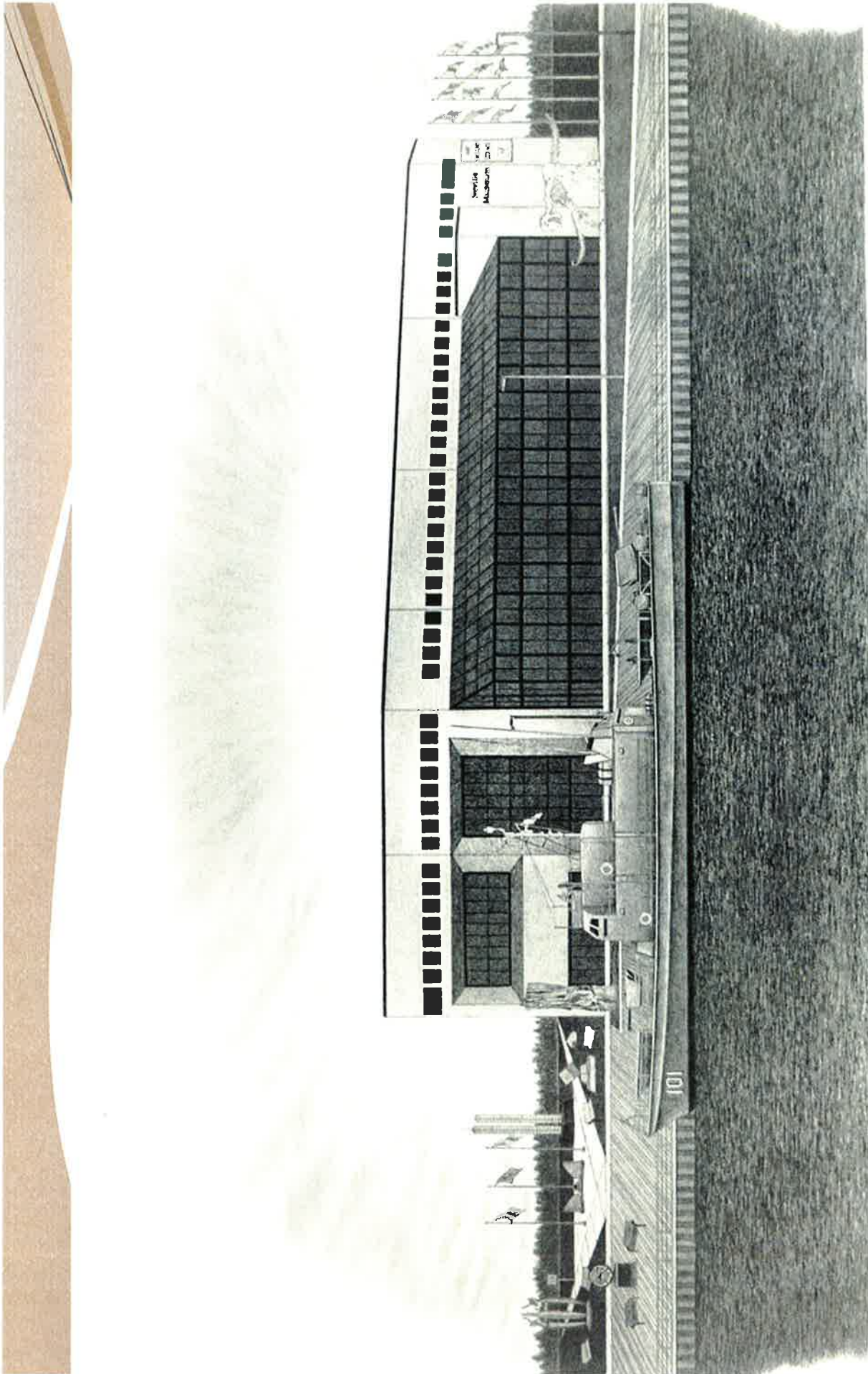
Expansion Needs (proposed)

- **Second Floor: @12,000 sq. ft.**
- **Additional gallery space (8,500 sq. ft.)**
 - Special exhibits gallery
 - 4-D orientation theater
 - Simulator gallery
 - Science on a Sphere
- **Exhibit Department offices**
- **Distance Learning studio**
- **Public restrooms (none currently exist on 2nd floor)**



Expansion needs (proposed)

- Third Floor: @12,000 sq. ft.
 - Collections/staging (+ 6,000 sq. ft. plus compact storage)
 - Additional offices (+ 1,200 sq. ft.)
 - Meeting rooms (+ 2,200)
 - Resource center expansion (+1,000)
- **Proposed Museum Expansion:**
36,000 sq. ft.





Brown County Central Library

**Current building is 92,990 sq ft
(gross area)**



Current space allocation

Lower Level @24,000 sq. ft.

- Mechanicals – electrical, air handlers, boilers, chillers
- Auditorium seats 300
- Lobby area
- Meeting room (can be divided in two)
- AV storage area
- Friends of the Library sorting area
- Two staff lounges
- Facilities Manager office
- Maintenance Staff workroom
- Book drop return
- Local History annex with furniture storage & computer network wiring boxes
- Elevator mechanicals
- Two sets of bathrooms + one shower area
- Janitor's closet
- Staircase and elevator landings



Current space allocation

First Floor (ground level): @24,000 sq. ft.

- Children's area
- Children's staff workroom
- Adult fiction collection & teen area
- Computers & magazine area
- Large Print & DVDs
- Audio-books
- Lobby with check-out & service desk
- Foyer with stairs to lower level
- Circulation staff workroom with AMH
- Drive-up window area
- Staff sorting room
- Bookmobile, truck & van garage
- Four staff offices
- Two adult bathrooms
- Two child-sized bathrooms



Current space allocation

Second Floor @24,000 sq. ft.

- Adult Non-Fiction collection
- Reference collection & service desk
- 4 Staff workrooms
- Two large air handler units
- Microfilm
- Local History & genealogy
- Board meeting room
- Two public bathrooms
- Three staff bathrooms
- Technical Services workroom
- Elevator landing space with delivery area
- Administrative suite: reception; offices for director, finance, operations; printing, supply & packaging workroom; workroom with four staff; staff meeting & training room



Current space allocation

Third Floor (half of building): @12,000 sq. ft.

- Rental space to Library system offices & Inter-Library Loan
- Available rental space
- Computer staging room
- Two bathrooms
- Two rooms piped for bathrooms but not finished
- Mechanicals & roof access
- Staircases & landings
- Unfinished space used: to store supplies; records & files that must be kept; shelves with jail collection, nursing home collection, additional bookmobile collection; seasonal decorations; children's storytime boxes.



Future Space Needs

- Children's area – collection space, computer & technology space, program activity space
- Local History & Genealogy – collection space, work tables for visitors & lockers for visitors, computer & technology
- Microfilm space
- Small Meeting Rooms – 2 & 4 person space
- Quiet reading spaces
- More computer & downloadable stations
- Larger, separate Teen Space with computers/ noisy space
- ADA accessible bathrooms, with airport style openings – at least one set on each floor

Q & A

May 15, 2013

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
NEVILLE PUBLIC MUSEUM
CURATOR

WHEREAS, the Museum Director has reviewed the operational needs, addressing governance, financial concerns, product/experience, and the required resources for current needs and future aspirations; and

WHEREAS, the Human Resources Department in conjunction with the Museum Director conducted a thorough evaluation of the needs of the department and the duties of the positions to establish a more streamlined organization; and

WHEREAS, there are currently 5.00 FTE Curator positions titled Curator of Arts, Curator of Science, Curator of History, Curator of Education and Curator of Collections; and

WHEREAS, 1.00 FTE Curator is currently unfunded; and

WHEREAS, after a review of the future direction of the Museum and the current duties of the Curator positions, Human Resources in conjunction with the Museum Director recommend restructuring the department by deleting (5.00) FTE Curator positions and creating 1.00 FTE Assistant Director, 1.00 FTE Collections Manager, 2.00 FTE Assistant Curators (1.00 FTE will remain unfunded) and 1.00 FTE Education Specialist; and

WHEREAS, it is further recommended the Assistant Director be maintained in Pay Grade 20 of the Administrative Classification and Compensation Plan, the Collections Manager be maintained in the Pay Grade 18 of the Administrative Classification and Compensation Plan, and the Assistant Curators and Education Specialist be maintained in Pay Grade 15 of the Administrative Classification and Compensation Plan; and

WHEREAS, the current Curator positions are hourly working 1,950 annual hours. The new positions will be exempt working 2,080 annual hours.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the Museum table of organization be changed deleting (5.00) FTE Curator positions and adding 1.00 FTE Assistant Director, 1.00 FTE Collections Manager, 1.00 FTE Education Specialist and 2.00 FTE Assistant Curator positions.

BE IT FURTHER RESOLVED, the Assistant Director be maintained in Pay Grade 20 of the Administrative Classification and Compensation Plan, the Collections Manager be maintained in Pay Grade 18 of the Administrative Classification and Compensation Plan, and the Education Specialist and Assistant Curator positions be maintained in Pay Grade 15 of the Administrative Classification and Compensation Plan.

BE IT FURTHER RESOLVED, the new positions are exempt working 2,080 annual hours.

BE IT FURTHER RESOLVED, the changes to the Museum table of organization are effective August 1, 2013 with the exception of the Assistant Director position which is effective immediately.

Partial Budget Impact (08/01/13 – 12/31/13):

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Curator	(5.00)	Deletion	\$(105,548)	\$(49,478)	\$(155,026)
Curator (Unfunded)	1.00	Unfunded	\$ 21,110	\$ 9,895	\$ 31,005
Assistant Director, Pay Grade 20	1.00	Addition	\$ 24,633	\$ 10,422	\$ 35,055
Collections Manager, Pay Grade 18	1.00	Addition	\$ 22,234	\$ 10,064	\$ 32,298
Education Specialist, Pay Grade 15	1.00	Addition	\$ 18,638	\$ 9,527	\$ 28,165
Assistant Curator, Pay Grade 15	2.00	Addition	\$ 37,276	\$ 19,052	\$ 56,328
Assistant Curator (Unfunded)	(1.00)	Unfunded	\$(18,638)	\$(9,526)	\$(28,164)
Partial Budget Impact			\$(295)	\$(44)	\$(339)

Annualized Budget Impact:

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Curator	(5.00)	Deletion	\$(253,315)	\$(118,747)	\$(372,062)
Assistant Director, Pay Grade 20	1.00	Addition	\$ 59,118	\$ 25,012	\$ 84,130
Collections Manager, Pay Grade 18	1.00	Addition	\$ 53,362	\$ 24,153	\$ 77,515
Education Specialist, Pay Grade 15	1.00	Addition	\$ 44,731	\$ 22,864	\$ 67,595
Assistant Curator, Pay Grade 15	2.00	Addition	\$ 89,462	\$ 45,726	\$ 135,188
Annualized Budget Impact			\$ (6,642)	\$ (992)	\$(7,634)

Respectfully submitted,

EDUCATION & RECREATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach, COUNTY EXECUTIVE

Date Signed: _____

Authored by: Human Resources

Fiscal Note: This resolution does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
HOPP	5			
HAEFS	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
WILLIAMS	15			
KASTER	16			
VAN DYCK	17			
JAMIR	18			
ROBINSON	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
STEFFEN	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: May 1, 2013
REQUEST TO: Education & Recreation Committee
MEETING DATE: May 1, 2013
REQUEST FROM: Lynn Vanden Langenberg
Interim Human Resources Manager
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization
Neville Public Museum
Curator

ISSUE/BACKGROUND INFORMATION:

Following a thorough review of the operational needs of the Museum, a reorganization of the Curator positions is recommended to better meet the needs of the department and establish a more streamlined organization.

ACTION REQUESTED:

Approve the requested change to the Museum table of organization, deleting (5.00) FTE Curator positions and adding 1.00 FTE Assistant Director, 1.00 FTE Collections Manager, 2.00 FTE Assistant Curators and 1.00 FTE Education Specialist.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact?
 - b. If part of a bigger project, what is the total amount of the project?
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



LYNN VANDEN LANGENBERG

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

INTERIM HUMAN RESOURCES MANAGER

To: Lynn Vanden Langenberg
From: Tom Smith, Human Resources Analyst
Date: April 23, 2013
RE: Neville Public Museum Table of Organization Change

The Human Resources Department and the Museum Director have been working to establish an organizational structure to allow growth in the current Museum operations. We have evaluated the current positions for the value they add, and have come up with a more streamlined organization.

The current organizational structure has the following positions:

Director	1.0
Curator	5.0 (one position is currently unfunded)
Office Manager	1.0 (unfunded)
Guest Services Coordinator	1.0
Technician	2.0
Project Ops Manager - LTE	.50
Clerk/Typist	1.0
Cataloger - LTE	.75

Of the above positions, the position that we have evaluated is the curator positions. We have a Curator of Arts, Science, History, Education, and Exhibits, all of our employees are currently categorized as Curators. After thorough evaluation of where the Museum is currently at, and looking at the long range planning, we would like to recommend the deletion of all five curator positions, and establish the following new positions:

Assistant Director - The Assistant Director is a senior member of the leadership team responsible for the full range of curatorial, research, exhibition and education activities at the Neville Public Museum (NPM). Working with the Executive Director, the Assistant Director oversees the day-to-day, mission-driven operations of the NPM. This position ensures that all financial and administrative policies, plans, procedures and protocols are followed; supervises the curatorial, exhibits and education staff; and advocates for, coordinates, and facilitates exceptional exhibitions and programs.

Collections Manager - Serves as collection manager for objects owned by or loaned to the Neville Public Museum. Responsible for the integrity of all collection management systems. Creates, organizes and maintains, according to professional standards, the movement, storage, and documentation associated with collection accessioning, registration, de-accessioning, and loans.

Assistant Curators (2) - Provides assistance in setup, care and organization of the museum collection and Public programming. (One position will remain unfunded)

Education Specialist - Create community awareness, innovative learning experiences, and enjoyment of the Neville Public Museum by developing and coordinating a wide variety of special events and educational programs for schools, families and a variety of defined audiences.

We have evaluated the appropriate compensation for these positions utilizing three major categories: responsibility factors, work requirements, and aptitude requirements. Establishing these positions will have an annual savings of \$7,634. This cost is based on hiring candidates at step 2 for each new established position. It is important to note, that the new fiscal impact also includes an increase in 630 available hours for employees. All adjusted positions will be exempt at 2080 hours, while the previous curators were hourly employees working 1950 hours. The cost to increase the curators at their old rate of pay, to 2080 hours would have been \$19,406. This proactive reorganization will increase the available hours of employees, while saving in budgeted wages. The museum expects to see this change help generate revenue, and set them up for future growth opportunities. This is seen as phase I of a future integration program to streamline their operations. With the current unfunded position, and creating the assistant unfunded curator position, we will be able to implement this change effective August 1, 2013, with a savings of \$339.

Annual Fiscal Impact

Assist Director PG 20	1	Add	\$59,118	\$25,012	\$84,130
Collect Mngr PG 18	1	Add	\$53,362	\$24,153	\$77,515
Educ Speclst PG 15	1	Add	\$44,731	\$22,864	\$67,595
Asst Curator PG 15	2	Add	\$89,462	\$45,726	\$135,188
Curator Hourly 1950	5	Del	(\$253,315)	(\$118,747)	(\$372,062)
	0		(\$6,642)	(\$992)	(\$7,634)

Partial Year Fiscal Cost Jan 1-Jul 31, 2013

Curator Hourly 1950	5		\$147,761	\$69,267	\$217,029
Curator (1 Unfunded)	1		(\$29,552)	(\$13,854)	(\$43,406)

Partial Year Fiscal Cost Aug 1 – Dec 31, 2014

Assist Director PG 20	1		\$24,633	\$10,422	\$35,055
Collect Mngr PG 18	1		\$22,234	\$10,064	\$32,298
Educ Speclst PG 15	1		\$18,638	\$9,527	\$28,165
Asst Curator PG 15	2		\$37,276	\$19,052	\$56,328
Asst Curator Unfunded	1		(\$18,638)	(\$9,526)	(\$28,164)
					\$297,303

Actual Budget cost for 4 funded curators with fringe: \$297,642
Difference: (\$339)

Recommendation:

I recommend the positions be approved as listed, and placed in the Administrative Class and Comp Plan in the following Pay Groups, with an effective date of August 1, 2013. The Assistant Director should be effective immediately.

Assistant Director – (1) added to PG 20

Collections Manager – (1) added to PG18

Assistant Curators – (2) added to PG15 (one position to be unfunded)

Education Specialist – (1) added to PG15

The five current Curator Positions will be deleted from the Table of Organization. Current employees will need to apply for the vacant positions within the Table of Organization, under the new compensation listed.

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT DIRECTOR

REPORTS TO: MUSEUM EXECUTIVE DIRECTOR

DEPARTMENT: NEVILLE PUBLIC MUSEUM

JOB SUMMARY:

The Assistant Director is a senior member of the leadership team responsible for the full range of curatorial, research, exhibition and education activities at the Neville Public Museum (NPM). Working with the Executive Director, the Assistant Director oversees the day-to-day, mission-driven operations of the NPM. This position ensures that all financial and administrative policies, plans, procedures and protocols are followed; supervises the curatorial, exhibits and education staff; and advocates for, coordinates, and facilitates exceptional exhibitions and programs.

ESSENTIAL DUTIES:

Foster a culture of professionalism, open communication and spirited collaboration among curators, educators, exhibit designers and members of the museum's mission-fulfillment departments.

Generate a diverse and inspiring program of exhibitions and presentations, drawn from the Museum's holdings and from elsewhere, based on seasonal, annual, and long term educational goals and objectives.

Assist the Director in planning and scheduling exhibitions and events.

Assist in budget planning, development, implementation, and management. Allocate resources for curatorial, education, and exhibit departments.

Manage personnel in accordance with their job description duties and Brown County Personnel Rules and Regulations.

Work with and supervise staff regarding budget reconciliations, processing of stipends, miscellaneous payment requests, invoices, quarterly reports, and other fiscal transactions.

Create, manage, and direct the development of long-range objectives for the Collections, Exhibitions, and Education Departments and ensure alignment with the Museum's mission and strategic plan.

Develop and implement the museum's collection strategies and parameters.

Represent the museum in the local, regional, national and international museum curatorial and education arenas, and make appropriate contributions to the field.

Participate in professional associations and conferences.

Perform additional duties as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Personal computers and accessories
A/V equipment
Digitizing Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

An advanced degree in one of the fields (art, history, science, design) represented by the NPM as a multi-disciplinary museum. A Master's Degree is required. A Doctorate is preferred.

Licenses and Certifications:

Knowledge, Skills and Abilities:

Proven organizational skills and attention to detail

Working knowledge of Windows, Mac, and MS Office

Excellent communication, supervision, team-building and interpersonal skills

Successful experience in museum or non-profit management

Knowledge of current research and best practices in the field

Demonstrated knowledge of museum operations and program management

Successful experience in budgeting and effective budget oversight.

Successful experience in implementing or facilitating fundraising and grant writing.

Proven knowledge of museum curatorial principles and practices, preferably with a track record of inventive, interactive exhibitions.

Demonstrated experience with and enthusiastic support for facilitating new technologies including advanced electronic devices, online resources, and social media.

Ability to provide leadership and drive to inspire individuals and promote teamwork within and across the institution.

Experience in writing and delivering educational curriculum to diverse audiences.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes. Distinguishing people or objects at varied distances under a variety of light conditions.

Occasional exposure to dust and/or mold when assessing potential collections.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 4/24/13

BROWN COUNTY POSITION DESCRIPTION

CLASS TITLE: COLLECTIONS MANAGER

REPORTS TO: MUSEUM ASSISTANT DIRECTOR

DEPARTMENT: NEVILLE PUBLIC MUSEUM

JOB SUMMARY:

Serves as collection manager for objects owned by or loaned to the Neville Public Museum. Responsible for the integrity of collection management systems. Creates, organizes and maintains, according to professional standards, the movement, storage, and documentation associated with collection accessioning, registration, de-accessioning, and loans.

ESSENTIAL DUTIES

Facilitates incoming and outgoing loans for collections, exhibitions, or research.

Oversees risk management, including ensuring adequate insurance coverage pursuant to the care, custody and control of all objects in the Museum's care.

Conducts periodic inventories of museum collections, reports the findings and updates registrarial records.

Works with the Museum Director, Assistant Director, and curatorial staff to develop and implement Museum policies governing collections and their use, custody and control.

Keeps informed of current professional conservation and management techniques and legal aspects of collections management to ensure proper care of the collections.

Organizes and maintains a professional system for object storage.

Facilitates professional packing and shipping of museum objects.

Assesses conservation needs and conducts basic collections care.

Represents the Museum to the general public and the profession through public programs and consultations, providing information for queries, giving interviews, attending meetings/lectures/workshops, and presenting museum-related research in workshops, conferences and/or in publications.

Performs research for objects and collections, as necessary.

Coordinates, facilitates, and ensures documentation of minutes in Collections Committee meetings and attends other Museum meetings as required.

Updates a Collections Disaster Plan. Schedules and facilitates staff training in its implementation. Maintains a disaster supplies inventory.

Assures compliance of NAGPRA and other Federal, State and local laws which affect collections.

Assists in the pulling, mounting, installation, handling and movement of Collections objects for exhibitions.

Processes requests for all rights including copyright, publication, exhibition and reproduction rights of Museum objects.

Assists other curators and staff in locating and documenting Collections objects.

Works with outside consultants to provide conservation care, object surveys and inventories.

Selects, trains, supervises and evaluates Collections Department volunteers and interns.

Supervises museum staff when they are assigned to collections tasks or projects.

Assists in the preparation of grant proposals.

Prepares various oral and written reports as requested by the Assistant Director and Museum Director.

Assists in developing and monitoring the Collections Department budget.

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment

Computers

Photography and digitalizing equipment

A/V equipment

Paper, board and fabric cutters

Basic conservation equipment (i.e. iron, steamer, variable speed vacuum, etc.)

MINIMUM QUALIFICATIONS REQUIRED:

EDUCATION AND EXPERIENCE:

Bachelors required or Master's degree preferred from an accredited college or university in art, American History or natural sciences, and/or in Museum Studies with a concentration in collections management, plus A minimum of three years working experience in museum registration; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

LICENSES OR CERTIFICATIONS:

Valid Wisconsin Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of professional museum collections management procedures.

Knowledge of museum operations, methodology and techniques.

Working knowledge of computers and collections management software.

Knowledge of conservation techniques and methodology for objects.

To Supervisor: _____ To Bargaining Unit:

Knowledge of NAGPRA and other pertinent collections-based legislation.

Demonstrated knowledge of budget formulation and management.

Knowledge of current research methods and sources.

Knowledge of risk management/inventory systems/disaster planning.

Knowledge of storage systems and methods, packing, processing and recall of museum objects.

Demonstrated ability to organize and classify documents and artifacts.

Ability to effectively communicate orally and in writing.

Ability to establish and maintain effective working relationships with the public, Museum and Brown County staff, volunteers, interns and other museum professional.

Ability to effectively plan, supervise, monitor and evaluate the work of interns, volunteers, Museum staff and contractual employees.

Ability to organize, coordinate and manage people and resources.

Ability to prioritize and problem solve.

Ability to work as part of a team.

PHYSICAL DEMANDS:

Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Intermittent standing, walking and sitting; occasional driving.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes. Distinguishing people or objects at varied distances under a variety of light conditions.

Occasional exposure to dust and/or mold when assessing potential collections.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 4/24/13

BROWN COUNTY POSITION DESCRIPTION

POSITION TITLE: EDUCATION SPECIALIST

REPORTS TO: ASSISTANT MUSEUM DIRECTOR

DEPARTMENT: NEVILLE PUBLIC MUSEUM

JOB SUMMARY:

Create community awareness, innovative learning experiences, and enjoyment of the Neville Public Museum by developing and coordinating a wide variety of special events and educational programs for schools, families and a variety of defined audiences.

ESSENTIAL DUTIES:

Attract museum visitors and encourage new audiences through unique programs, workshops, activities, speakers, performances and special events.

Perform needs analysis before designing curriculum: Analyze, define, and report current customer profiles. Perform gap analyses between the current and desired market segments. Design and market new curriculum and programs that target defined customer profiles. Measure results of new curriculum to determine if the desired market segments have been attracted to and learned from new events and programs.

Research best education practices of museums in similar urban settings and implement methods to meet or exceed them.

Coordinate themed, seasonal programs that create synergy with tourism promotion resources at city, state, and regional levels. Include other museums and historical societies/entities as needed.

Facilitates educational projects, events, and programs in concert with curators, docents, archeologists, interns, volunteers, and other staff as needed.

Recruits, selects, trains, supervises and evaluates docents, interns, contractual help, and technicians as needed.

Develop a variety of training materials, curriculum, and programming in conjunction with other staff and consultants for targeted audiences. This could include online delivery, social media, brochures, videos and creative graphic media.

Develop schedules of seasonal, annual, long-term, and permanent educational programming with the Assistant Museum Director.

Develops preliminary programming budgets.

Works with the Assistant Museum Director to develop and implement Museum policies governing educational programs.

Keeps informed of current developments in learning methodologies, theories, and techniques.

Represents the Museum to the general public and the profession through public programs and consultations, providing information in response to inquiries. Gives interviews, attends meetings, lectures, and workshops, and presents research in workshops, conferences or publications.

Coordinates, prepares documentation for, and participates in Education Committee meetings.

Assists Director, Assistant Director in the preparation of grant proposals.

Prepares various oral and written reports as requested by the Assistant Director.

Attends Museum staff and committee meetings as required.

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computers, printers and various software packages
Multi-media equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree required or Master's degree preferred from an accredited college or university in education and/or in Museum Studies with a concentration in education, plus a minimum of three (3) years relevant experience in museum education and programming; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills and Abilities:

Knowledge of professional museum education theory, methodology, procedures, practices, and resources.

Knowledge of the learning characteristics of museum audiences, including both pedagogy and andragogy.

Knowledge of the objectives, curricula and operation of school systems and other educational institutions.

Knowledge of education program evaluation methods.

Knowledge of general museum operations, methodology and techniques.

Knowledge of communication media and technology.

Knowledge of budget preparation and the management of funds.

Knowledge of market research methods and sources.

Knowledge of and ability to utilize a computer and the required software.

Skill and ability to devise and produce educational programs, including the preparation and use of publications and exhibitions.

Ability to effectively communicate both orally and in writing -- appropriate to various educational levels and objectives.

Ability to establish and maintain effective working relationships with the public, Museum and Brown County staff, local schools, tourism development entities, volunteers, interns and other museum professionals.

Ability to effectively plan, supervise, coordinate, monitor and evaluate the work of interns, volunteers/docents, Museum staff and contractual employees.

Ability to organize, coordinate and manage resources.

Ability to prioritize and problem solve.

Ability to work as part of a team.

PHYSICAL DEMANDS:

Lifting 75 pounds maximum with assistance of another person, with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Frequent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Frequent bending, twisting, squatting, climbing and reaching; occasional grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

Tolerating constant exposure to dust and mold.

Tolerating exposure to cold, heat, noise, vibration and hazards in the work environment.

The position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 4/24/13

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: ASSISTANT CURATOR

REPORTS TO: MUSEUM ASSISTANT DIRECTOR

DEPARTMENT: NEVILLE PUBLIC MUSEUM

JOB SUMMARY:

Performs assistant curatorial duties in developing, implementing and coordinating exhibits, exhibit publications, programs and activities. Performs research and development of the museum collection in tandem with the Collection Manager. Interacts with archeologists, historians, and historical societies, and performs related functions as required.

ESSENTIAL DUTIES:

Assist in the research, and procurement of appropriate works, and implements installation of history exhibitions in concert with other staff.

Assist Museum staff in the planning, design, coordination and implementation of interdisciplinary exhibitions.

Assist in developing schedules of exhibits and provide input on exhibit and budgets.

Researches, writes and designs exhibition publications.

Assist in the selection, training, and supervision of contractual help, interns, technicians and volunteers.

Assist with processing loans (incoming and outgoing) with owners and other museums, in coordination with the Museum Assistant Director. Prepares condition reports of loaned materials, maintains documentation, crates and uncrates artifacts.

Provides acquisition recommendations and deaccessioning information to the Collection Manager and Assistant Director.

Conducts primary collections care including cleaning, mounting and exhibition preparation.

Works with Collections Manager to assess conservation and storage needs of individual objects.

Assists in developing and implementing educational tours, programs and activities including exhibition receptions and openings.

Acts as Museum's representative by presenting programs, giving gallery tours, providing information for queries, giving interviews, attending meetings\lectures\workshops, and presenting museum-related research in workshops, conferences and/or in publications.

Prepares various oral and written reports as requested by the Museum Assistant Director and attends staff meetings as required.

Assists the Assistant Director and/or Museum Foundation in the preparation of grant proposals.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computers and software
A/V equipment
Dry mount press
Paper and board cutters
Carpentry tools

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree from an accredited university or college in American history or Museum Studies with an American history component, plus two (2) years of relevant museum experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills and Abilities:

Knowledge of museum operations, methodology and techniques.

Knowledge of exhibit design, preparation and implementation.

Knowledge of building materials, media and techniques used in exhibit preparation.

Knowledge of American history and American material culture.

Knowledge of conservation techniques and methodology for historical objects.

Knowledge of methods and resources for developing and implementing public programming.

Knowledge of budgeting.

Knowledge of research methods and sources.

Skill in teaching.

Skill and ability to design and implement exhibits.

Skill and ability to use computers.

Ability to effectively communicate both orally and in writing.

Ability to establish and maintain effective working relationships with the public, Museum and Brown County staff, volunteers, and other professionals.

Ability to effectively assist in coordinating the work of interns, volunteers, Museum staff and contractual employees.

Ability to assist in organizing team efforts.

Ability to prioritize and problem solve.

Ability to contribute as part of a team.

Ability to work the required hours of the position.

PHYSICAL DEMANDS:

Ability to lift 75 pounds with the assistance of another person; with frequent lifting and/or carrying of objects weighing up to a maximum of 40 pounds.

Frequent standing, walking and sitting; occasional driving.

Must be capable of using hand(s)/feet for repetitive single grasping, fine manipulation and pushing and pulling.

Frequent bending, twisting, squatting, climbing and reaching; occasional grappling.

Ability to communicate orally in a clear manner.

Ability to distinguish sounds at various frequencies and volumes.

Ability to distinguish people or objects at varied distances under a variety of light conditions.

Ability to withstand temperature changes in the work environment.

Ability to tolerate exposure to dust, mold, cold, heat, and other routine hazards in the museum work environment.

Ability to distinguish shades of color.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New: 4/24/13

**Neville Public Museum
Director's Report
To
The Education & Recreation Committee
Brown County Board of Supervisors**

May 1, 2013

Operations (Exhibits, Education & Curatorial Affairs):

Additional financial report now being provided: we are bringing back a re-tooled version of the "Budget by Account Classification" financial report as part of our monthly set of financial metrics. This report is now included in the Ed & Rec packet from the museum.

We are preparing for the d-installation of the very successful "*Who are the Hmong*" and "*The Artist as Teacher*" exhibitions, which will be removed beginning May 6th. We will then be installing the "*Golden Age of Video Arcade Games*" which will open on May 25th and run through September 2nd. A \$19,000 JEM (Joint Effort Marketing) Grant was awarded to the Foundation in order to support marketing state-wide for the above, "*Golden Age of Video Arcade Games*" exhibition. Based on feedback and suggestions from members of the Ed & Rec Committee and others, we are developing programs including video game competitions and a "Wreck-it Ralph" weekend of activities (we have licensed the film for public showings).

The "Artistic Discovery" High School art contest winner will be announced by Congressman Reid Ribble on Sunday, April 28th.

A brief update will be provided on the proposed acquisition of the *USS Green Bay* through the offices of Congressman Reid Ribble and Senator Tammy Baldwin. A front-page article appeared in the Green Bay Press Gazette on these efforts, along with a companion piece on Fox TV, Channel 11.

Planning continues for the 4th of July "Fire over the Fox" and the August 16-18, Baylake Bank Tall Ships Festival.

Recent one-on-one meeting with Supervisor Corrie Campbell was held, to discuss the future of the museum, among other topics.

Communication submitted: Supervisors Hoyer, Sieber and Erickson submitted a communication to the full County Board at the April 17th meeting re: action items that will be presented over the next few months. These items center on the previously discussed work with HR to change the museum's table of organization and for a number of critical initiatives, including proposed governance changes and the evolving public/community partnership with the Foundation, acquisition of the original USS Green Bay,

Cultural Campus

A brief update will be provided on the Cultural Campus study group's work to-date (two meetings have been held). Both the Museum and Library Director also presented at the Chamber of Commerce's Public Policy Council meeting Friday, April 19th. A PDF copy of an initial space requirement presentation requested by the Study Group and produced by the Library and Museum is included in the packet.

Governing Board:

The Governing Board met in April. Supervisor Bernie Erickson has re-joined this group. The Governing Board will be talking a more active role on the still-continuing governance review moving forward. Discussion also centered on the work to acquire the USS Green Bay (PG-101) from the Greek navy and bring her home as a museum ship for the Neville and the Community. FOX 11 showed up at the Governing Board meeting because of this agenda item.

Neville Public Museum Foundation:

A preliminary budget for FY 2014 exhibits and programs has been presented to the Foundation Board. The Neville Public Museum Foundation is continuing its internal work on meeting 2013 fundraising targets for exhibits and programs. The 2014 exhibit schedule is in final review, as is the work on the 2015 exhibition schedule, which will be our centennial year.

A **member swap day** will be occurring between the Neville Public Museum, the NEW Zoo, The National Railroad Museum and the Green Bay Botanical Garden on Saturday, May 4th.

The Foundation is continuing to contribute to the on-going governance review process, with the understanding that a number of key criteria have to be met in order for any nonprofit to assume operational governance, as is being proposed. Details will be discussed.

Miscellaneous:

The Neville Public Museum's first Neville Video Contest had almost 20 entries. Awards will be given in May.

The Museum Director will be attending the 2013 America Alliance of Museums meeting in Baltimore, May 19-22.

The Museum Director will be in Washington DC in early June as a panel reviewer for Institute of Museum and Library Services (IMLS) grant program (dates t.b.d.). Consequently, he may miss the June Ed & Rec Committee meeting.

PARK MANAGEMENT

Brown County

305 EAST WALNUT STREET, ROOM 102
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4464 FAX (920) 448-4054
E-MAIL HARTMAN_DR@CO.BROWN.WI.US



DOUGLAS R. HARTMAN

ASSISTANT PARK DIRECTOR

EDUCATION & RECREATION COMMITTEE AGENDA **Brown County Park Management**

Meeting Date: May 2, 2013

PARK AGENDA

1. Budget Status Monthly for March 2013 (attachment)
2. Discussion of Hunting Registration at Neshota Park (attachment)
3. Assistant Director Report (attachment)

Brown County

Parks

Budget Status Report

3/31/2013

	Annual Budget	YTD Actual
Personnel Services	\$ 745,522	\$ 107,965
Fringe Benefits and Taxes	\$ 376,397	\$ 70,881
Salaries Reimbursement	\$ -	\$ -
Employee Costs	\$ 3,800	\$ 652
Operations & Maintenance	\$ 271,253	\$ 28,617
Utilities	\$ 121,950	\$ 31,262
Chargebacks	\$ 308,763	\$ 74,595
Contracted Services	\$ 51,729	\$ 22,596
Other	\$ 65,975	\$ -
Outlay	\$ -	\$ -
Transfer Out	\$ -	\$ -
Property Taxes	\$ 1,128,614	\$ 282,154
Intergovernmental	\$ 47,975	\$ 736
Charges For Sales and Service	\$ 266,700	\$ 4,683
Miscellaneous Revenue	\$ 1,600	\$ 1,200
Contributions	\$ 391,500	\$ 231,725
Rent	\$ 2,000	\$ -
Charges to County Departments	\$ 4,000	\$ 300
Transfer In	\$ 103,000	\$ -

HIGHLIGHTS:

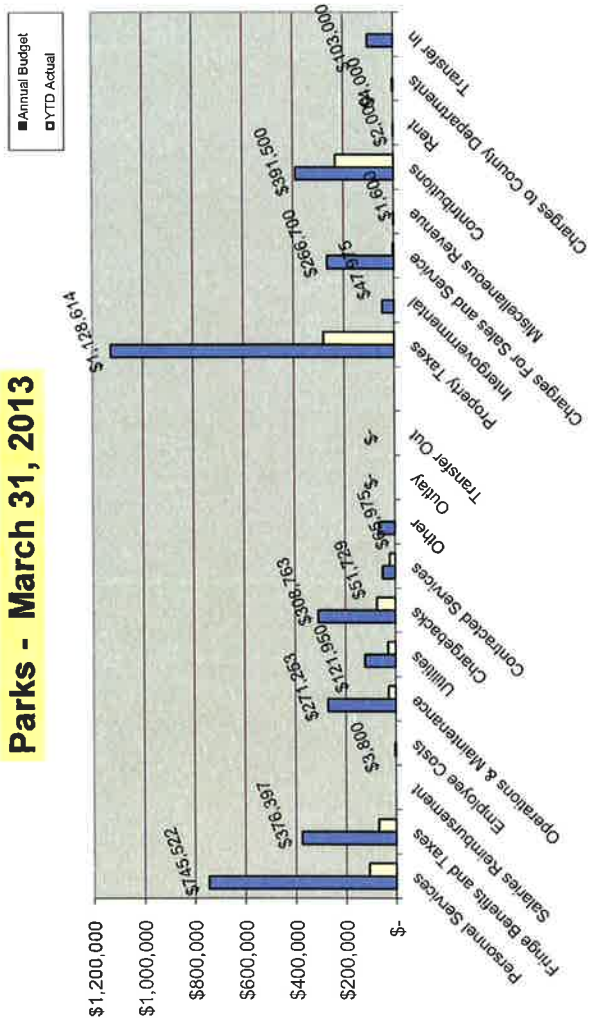
Budget on track at this time

Expenses:

Total expenses to date: \$336,569

Revenues:

Total revenues to date: \$520,798

Parks - March 31, 2013

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.091.001.4301	Federal Grant Revenue	207,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.091.001.9001	Capital Contribution	50,669
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.091.001.5320.100	Rental Equipment	4,625
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.091.001.6110.100	Outlay Other (\$5,000+)	249,324

Narrative Justification:

The Parks Department has been awarded US Fish & Wildlife Federal funding passed through Ducks Unlimited, Inc. to help facilitate Brown County's enhancement of the Barkhausen Waterfowl Preserve South Impoundment Habitat. In addition to passing through federal funding to Brown County, Ducks Unlimited will provide in-kind services for the planning and administrative costs associated with the project and will also be responsible for the topographic survey, engineering design, and construction management costs. These in-kind services have been included in the Capital Contribution and the Outlay Other (\$5,000+) lines above and offset one another.

Parks will also be reimbursed \$3,720 (included in the \$207,000 Federal Grant Revenue above) for staff time related to mowing at the project site. This does not affect the wage/fringe already budgeted for the Parks Department.

AUTHORIZATIONS


 Signature of Department Head
 Department: Park Management
 Date: 4/16/13


 Signature of Executive
 Date: 4/16/13

HUNTER REGISTRATION PROPOSAL

Background

Several citizens have brought forward concerns regarding increasing number of hunters, hunting rules violations and trespassing by hunters in the Neshota Park area. Basically these concerns can be categorized as 1) violations of Park Ordinance (Chapter 8 Brown County Code of Ordinances), 2) violations of State hunting rules and regulations (State Statute Chapter 29) and 3) violations of trespass law (State Statute 943.13).

Enforcement Responsibility

1. Chapter 8 of the Brown County Code of Ordinances can be enforced by Park Management staff or Brown County Sheriff's Department officers. Chapter 8.07 violations would include hunting on Park property not open to hunting, hunting outside of approved dates for specific properties, hunting for species not authorized (e.g. archers cannot hunt for turkey during deer season), not removing tree stands on a daily basis, removing, damaging or cutting vegetation and hunting in closed areas. Note that Brown County Park employees are not trained law enforcement officials and the Sheriff's Department has requested that they be contacted to respond to and/or provide enforcement for situations involving firearms.

2. State hunting laws are solely enforced by Conservation Wardens with the Wisconsin Department of Natural Resources. Laws under their jurisdiction would include the mandate for archers to wear blaze orange clothing during coinciding deer firearms seasons (even if there isn't any firearm hunting allowed on the property), the content, amount and placement of bait for deer, hunting seasons/hours/dates, bag/possession limits, license/permits requirements, tagging/registration requirements, allowable weapons, wanton waste and other firearm/bow restrictions.

3. Trespass is enforced by the county or local law enforcement officials. In the instance of Neshota Park, the enforcement agency would be the Brown County Sheriff's Department. It should be noted that Park staff are not authorized to enter private lands.

Landowner Concerns and Recommendations

The concerns brought forward by citizens in the Neshota Park area through written correspondence and orally at the February meeting of the Education and Recreation meeting include:

1. Bow hunters without valid tags (DNR regulation)
2. Tree stands not removed daily (County Park regulation)
3. Hunters trespassing onto private lands (County Sheriff regulation)
4. Hunters not wearing blaze orange during firearms seasons (DNR regulation)
5. Hunter with firearm on park property (County Sheriff regulation)
6. Hunters on park property during turkey season (County Park regulation)
7. Unrecovered deer (DNR regulation)
8. Perception of too many hunters (County Park regulation)

The solution presented by the concerned citizens was to provide more hunter accountability and to reduce rules violations:

1. Have County Parks enforce all violations
2. Provide information to hunters

3. Make hunters register before hunting on property to limit hunter numbers and to have their contact information on file
4. Institute a fee to hunt at the park

Brown County Park Management Recommendations

Enforcement Recommended Actions:

1. Notify WDNR wardens and Brown County Sheriff's Department about landowner concerns of trespass and hunting regulation violations. Contact these agencies annually as a reminder. Note: Park Management staff has no enforcement authority in these matters and can only contact appropriate agency officials.
2. Post contact numbers for these authorities at registration station and on Park Management website.

Dissemination of Information

1. Post rules/regulations and park boundaries on registration station so hunters know rules and expectations.
2. Continue Park Management response to citizen complaints if not involving firearms and/or need to access private lands.
3. When possible, make contact with hunters at Park to discuss issues and need for compliance.

Hunter Registration

1. Establish self-registration stations at 3 primary hunter access points (Main parking lot, Cherney Road and CTH T pull-off).
2. Review registrations as possible with limited staff time to evaluate compliance. Retain registration sheets to possibly assist with enforcement of reported violations.
3. Recommended hunter densities for deer firearm seasons are 2 hunters per 40 acres of huntable land, equating to approximately 12 hunters for this property. Note that archery hunting doesn't have the same safety concerns regarding hunter densities that firearms seasons would, so 3 hunters per 40 acres (18 hunters) may be appropriate. General observations by staff regarding numbers of hunters have been estimated that on high-use days hunter numbers are fewer than 20 people. At this time it is not recommended to put a program in place to limit hunter numbers. The administration and subsequent enforcement of this type of program would be a burden to this department and is not necessary at this point in time.

Fee Establishment

1. A fee to hunt the park is not recommended at this time. While Park Management does have fees established for many Park uses including boat launching, skiing and mountain biking that require significant material and staff resources, we do not charge hikers and snowshoers that have less demand on staff time and expenditures. Archery hunting would fall into the same "low-cost" category as hikers and snowshoers and it is not felt that a fee should be implemented. Park Management considers that the hunting community provides a valuable service in managing deer populations so that habitat degradation does not occur.

ASSISTANT DIRECTOR REPORT – PARKS DIVISION
MAY, 2013

Neshota Friends Group – Held Meeting on April 16 at Neshota. Elected officers and established steering committees. Next meeting for general membership June 4 at 7:00 PM

Suamico River Dredging – Discussed plans for a 2014 dredge. The Army Corps is redoing their depth readings in May 2013 and this will provide the most up-to-date information to determine volume of sediment needed to be remove and the subsequent price. Permits will be applied for at this time. Money will need to be secured for this. Hopefully a grant at 40 – 45% funding will be available and then it would be expected that Village of Suamico pays 1/3, the Boat Launch special revenue account pays 1/3 and Brown County pays 1/3.

Bay Shore Boat Launch Dredging - Ayres Associates has been hired to do engineering/design for dredge project. Ice in breakwater has delayed soundings which are necessary to determine dredge volumes for permitting requirements and construction estimates. As soon as ice leaves, then Ayres can proceed.

Bay Shore Cameras – The cameras that will allow boaters to view water conditions on the bay before leaving their home should be mounted and available on-line this month. Ice is almost off the hill road so installation crews should be able to access shortly.

Bay Shore Campground – It is a late start, but the campground will be open beginning Friday, May 3.

Lily Lake Aerator RFP – Lake and Pond solutions has been selected to install a new aeration system for Lily Lake. This system will use 25% of the current electrical demand, not require staff time to install old aerator unit and create less open water which is good for lake users. The system has also been guaranteed to prevent fish kill.

Special Events - The Fox River Trail will again be part of the Cellcom Marathon route on Sunday, May 19th and also host the beginning leg of the Walk to Mary event on May 4th. The Fairgrounds has scheduled the Hmong USA Festival on May 4/5, the Juvenile Diabetes Walk on May 11, Hispano Records Cinco De Mayo/Mother's Day Event on May 12, a 4H Horse Clinic and Show on May 18 and the Hmong National Sports Event on May 25/26.

Parks Virtual Tour – The vendor has been selected to perform 360 degree “tours” of the Parks. There will be 44 total tours at our 18 park facilities and will show the inside of our shelter facilities as well as some of the outside park features as well.

Barkhausen Programs – Barkhausen has bird hikes scheduled for May 11 in honor of International Migratory Bird Day and also has “Frog Hikes” scheduled for May 17 and May 31. Come and join us if you can!

Bird City Recognition – Brown County recently received confirmation that they were re-issued their “Bird City” designation in recognition of efforts related to bird conservation.

Brown County
NEW Zoo
Budget Status Report
3/30/2013

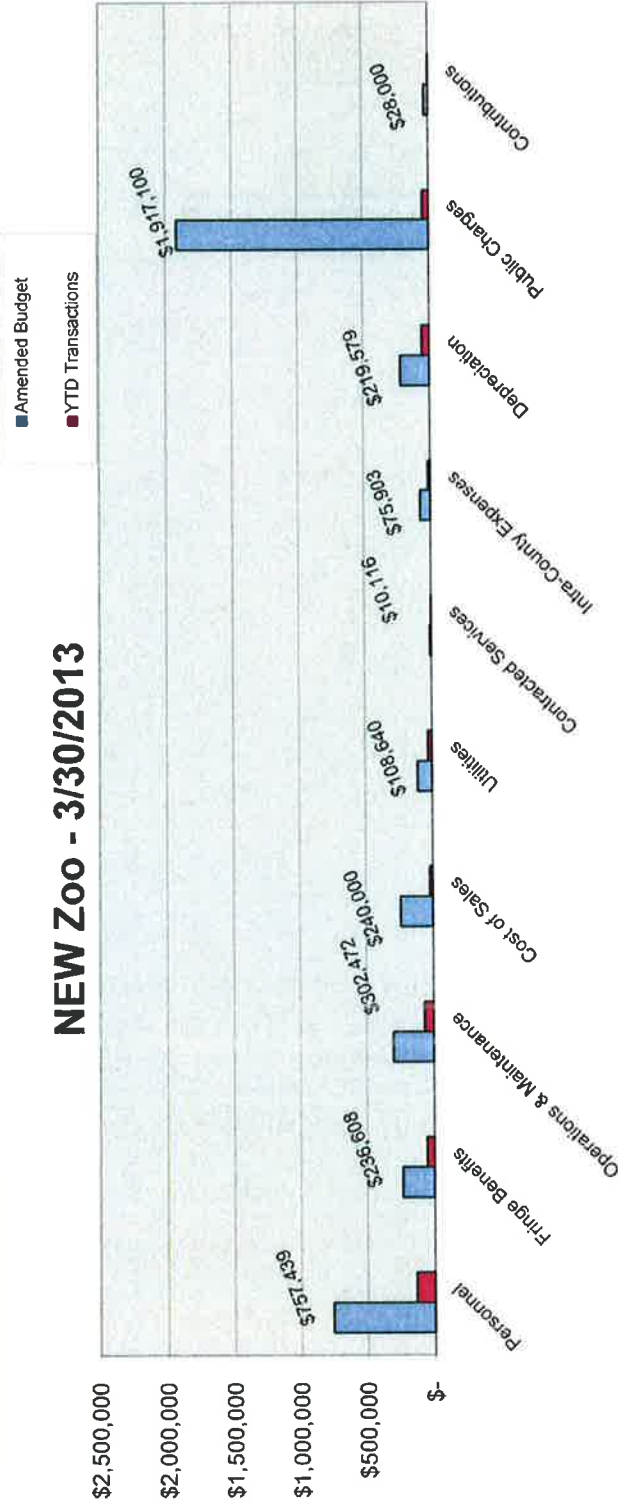
	Amended Budget	YTD Transactions	Percent of Budget	2012 YTD Transactions	2011 YTD Transactions
Personnel	\$ 757,439	\$ 136,240	18%	121,945	\$ 112,970
Fringe Benefits	\$ 236,608	\$ 53,033	22%	46,238	\$ 49,156
Operations & Maintenance	\$ 302,472	\$ 67,148	22%	63,942	\$ 50,818
Cost of Sales	\$ 240,000	\$ 21,322	9%	31,505	\$ 23,191
Utilities	\$ 108,640	\$ 27,431	25%	22,511	\$ 28,009
Contracted Services	\$ 10,116	\$ 1,954	19%	357	\$ 250
Intra-County Expenses	\$ 75,903	\$ 17,570	23%	13,580	\$ 12,869
Depreciation	\$ 219,579	\$ 56,492	26%	52,393	\$ 50,089
Public Charges	\$ 1,917,100	\$ 46,199	2%	149,910	\$ 45,087
Contributions	\$ 28,000	\$ 243	1%	2,909	\$ 903
Zoo Pass Sales	\$ 150,000	\$ 12,464	0	\$ 25,670	\$ 11,468

HIGHLIGHTS:

Expenses: Personnel & Fringe Benefits are up this year from previous 2012 YTD due to open positions in 2012 that were not filled until late Spring.

Revenues: Revenues are considerably down due to inclement weather.

NEW Zoo - 3/30/2013





Budget Performance Report

Fiscal Year to Date 03/31/13
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
REVENUE										
Fund 640 - New Zoo										
Department: 057 - New Zoo										
Division: 001 - General										
Charges and fees										
4600	Charges and fees Daily	865,000.00	.00	865,000.00	7,398.38	.00	10,410.35	854,589.65	1	836,750.00
4600.705	Charges and fees ATM	3,500.00	.00	3,500.00	2.86	.00	29.64	3,470.36	1	3,485.08
4600.770		\$868,500.00	\$0.00	\$868,500.00	\$7,401.24	\$0.00	\$10,439.99	\$858,060.01	1%	\$840,235.08
4600 - Charges and fees Totals										
Sales										
4601	Sales Vending machine	200,000.00	.00	200,000.00	1,919.66	.00	3,549.99	196,450.01	2	184,816.65
4601.004	Sales Vending nontaxable	600.00	.00	600.00	.00	.00	.00	600.00	0	462.00
4601.005	Sales Passes	150,000.00	.00	150,000.00	7,562.00	.00	12,464.00	137,536.00	8	131,017.91
4601.770	Sales Programs	34,000.00	.00	34,000.00	3,008.00	.00	7,862.00	26,138.00	23	20,187.18
4601.771	Sales Special events	130,000.00	.00	130,000.00	309.00	.00	309.00	129,691.00	0	156,835.49
4601.772	Sales Gift shop	264,000.00	.00	264,000.00	3,734.98	.00	5,940.68	258,059.32	2	242,779.81
4601.773	Sales Concessions and Food	270,000.00	.00	270,000.00	2,834.90	.00	5,633.55	264,366.45	2	296,820.86
4601.774		\$1,048,600.00	\$0.00	\$1,048,600.00	\$19,368.54	\$0.00	\$35,759.22	\$1,012,840.78	3%	\$1,032,919.90
4601 - Sales Totals										
4900	Miscellaneous	1,800.00	.00	1,800.00	15.19	.00	20.89	1,779.11	1	1,843.18
Donations										
4901	Donations	6,000.00	.00	6,000.00	89.46	.00	243.22	5,756.78	4	18,518.75
4901.800	Donations Zoo Society Support	22,000.00	.00	22,000.00	.00	.00	.00	22,000.00	0	22,000.00
4901.900	Donations In-kind	.00	.00	.00	.00	.00	.00	.00	+++	21,504.38
4901 - Donations Totals										
4905	Interest	\$28,000.00	\$0.00	\$28,000.00	\$89.46	\$0.00	\$243.22	\$27,756.78	1%	\$62,023.13
9001	Capital Contribution	250,000.00	.00	250,000.00	37.98	.00	226.25	(226.25)	+++	658.28
9002	Transfer In	.00	.00	.00	.00	.00	.00	250,000.00	0	194,948.64
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	138,913.00	0	11,699.48
001 - General Totals										
Division: 057 - New Zoo										
Department: 057 - New Zoo										
Division: 001 - General										
Cost of sales										
5000	Cost of sales Gift shop	125,000.00	.00	125,000.00	8,689.47	.00	15,768.73	109,231.27	13	90,986.67
5000.773	Cost of sales Concessions and Food	115,000.00	.00	115,000.00	4,251.60	.00	5,553.14	109,446.86	5	113,401.24
5000.774		\$240,000.00	\$0.00	\$240,000.00	\$12,941.07	\$0.00	\$21,321.87	\$218,678.13	9%	\$204,387.91
5000 - Cost of sales Totals										
5100	Regular earnings	757,439.00	.00	757,439.00	65,674.79	.00	136,240.04	621,198.96	18	638,780.20
5102	Paid leave earnings	.00	.00	.00	641.06	.00	2,318.52	(2,318.52)	+++	55,996.11
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	1,278.92	.00	2,276.56	(2,276.56)	+++	145.61
5102.200	Paid leave earnings Personal	.00	.00	.00		.00				
REVENUE TOTALS										
EXPENSE										
Department: 057 - New Zoo										
Division: 001 - General										
Cost of sales										
5000	Cost of sales	\$2,196,900.00	\$138,913.00	\$2,335,813.00	\$26,912.41	\$0.00	\$46,689.57	\$2,289,123.43	2%	\$2,158,827.69
5000.773	Cost of sales Gift shop	\$2,196,900.00	\$138,913.00	\$2,335,813.00	\$26,912.41	\$0.00	\$46,689.57	\$2,289,123.43	2%	\$2,158,827.69
5000.774	Cost of sales Concessions and Food	\$2,196,900.00	\$138,913.00	\$2,335,813.00	\$26,912.41	\$0.00	\$46,689.57	\$2,289,123.43	2%	\$2,158,827.69
5000 - Cost of sales Totals										
5100	Regular earnings	757,439.00	.00	757,439.00	65,674.79	.00	136,240.04	621,198.96	18	638,780.20
5102	Paid leave earnings	.00	.00	.00	641.06	.00	2,318.52	(2,318.52)	+++	55,996.11
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	1,278.92	.00	2,276.56	(2,276.56)	+++	145.61
5102.200	Paid leave earnings Personal	.00	.00	.00		.00				

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Budget Performance Report

Fiscal Year to Date 03/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year Total
EXPENSE											
Fund 640 - New Zoo											
Department 057 - New Zoo											
Division 001 - General											
5102	Paid leave earnings										
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	.00	+++	7,469.33
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	1,563.75	.00	(1,563.75)	+++	5,572.95
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	.00	+++	(2,296.73)
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$1,919.98	\$0.00	\$6,158.83	\$6,158.83	+++	+++	\$66,887.27
5103	Premium										
5103.000	Premium Overtime	13,000.00	.00	13,000.00	143.48	.00	386.99	386.99	12,613.01	3%	5,705.06
	5103 - Premium Totals	\$13,000.00	\$0.00	\$13,000.00	\$143.48	\$0.00	\$386.99	\$386.99	\$12,613.01	3%	\$5,705.06
5109	Salaries reimbursement										
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	.00	.00	+++	(9,737.09)
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$9,737.09)
5110	Fringe benefits										
5110.100	Fringe benefits FICA	56,629.00	.00	56,629.00	5,000.62	.00	10,555.20	10,555.20	46,063.80	19	53,146.45
5110.110	Fringe benefits Unemployment compensation	7,280.00	.00	7,280.00	606.67	.00	1,820.01	1,820.01	5,459.99	25	6,899.00
5110.200	Fringe benefits Health Insurance	97,439.00	.00	97,439.00	12,645.24	.00	26,669.99	26,669.99	70,769.01	27	104,364.73
5110.210	Fringe benefits Dental Insurance	8,911.00	.00	8,911.00	1,007.28	.00	2,124.17	2,124.17	6,786.83	24	8,555.23
5110.220	Fringe benefits Life Insurance	1,516.00	.00	1,516.00	31.35	.00	62.70	62.70	1,453.30	4	235.77
5110.230	Fringe benefits LT disability insurance	2,727.00	.00	2,727.00	128.56	.00	383.74	383.74	2,343.26	14	(10.93)
5110.235	Fringe benefits Disability insurance	14,937.00	.00	14,937.00	1,244.75	.00	3,734.25	3,734.25	11,202.75	25	8,012.26
5110.240	Fringe benefits Workers compensation insurance	1,714.00	.00	1,714.00	142.83	.00	428.49	428.49	1,285.51	25	1,825.00
5110.300	Fringe benefits Retirement	45,455.00	.00	45,455.00	3,430.64	.00	7,244.19	7,244.19	38,210.81	16	29,936.95
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	.00	+++	196.94
	5110 - Fringe benefits Totals	\$236,608.00	\$0.00	\$236,608.00	\$24,237.94	\$0.00	\$53,032.74	\$53,032.74	\$183,575.26	22%	\$213,161.40
5200	Uniform										
5200	Uniform	2,500.00	.00	2,500.00	216.00	.00	216.00	216.00	2,284.00	9	2,168.00
5200.900	Uniform Contra	(2,500.00)	.00	(2,500.00)	(96.00)	.00	(252.00)	(252.00)	(2,248.00)	10	(2,011.00)
	5200 - Uniform Totals	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	(\$36.00)	(\$36.00)	\$36.00	+++	\$157.00
5203	Employee allowance										
5203.100	Employee allowance Clothing	2,700.00	.00	2,700.00	.00	.00	.00	.00	2,700.00	0	1,211.26
	5203 - Employee allowance Totals	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00	0%	\$1,211.26
5300	Supplies										
5300	Supplies	24,000.00	.00	24,000.00	1,411.71	.00	2,264.92	2,264.92	21,735.08	9	16,043.03
5300.001	Supplies Office	2,500.00	.00	2,500.00	35.69	.00	575.61	575.61	1,924.39	23	2,485.01
5300.002	Supplies Cleaning and household	6,000.00	.00	6,000.00	596.45	.00	1,495.71	1,495.71	4,504.29	25	10,723.77
5300.004	Supplies Postage	6,000.00	.00	6,000.00	999.08	.00	1,242.76	1,242.76	4,757.24	21	3,259.52
5300.020	Supplies Zoo Pass	3,000.00	.00	3,000.00	563.50	.00	563.50	563.50	2,436.50	19	1,753.63
	5300 - Supplies Totals	\$41,500.00	\$0.00	\$41,500.00	\$3,606.43	\$0.00	\$6,142.50	\$6,142.50	\$35,357.50	15%	\$34,264.96

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Budget Performance Report

Fiscal Year to Date 03/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
EXPENSE											
Fund 640 - New Zoo											
Department 657 - New Zoo											
Division 001 - General											
5302	Food	55,000.00	.00	55,000.00	3,297.83	.00	.00	18,400.83	36,599.17	33	58,779.14
5304	Printing	.00	.00	.00	.00	.00	.00	.00	.00	+++	206.73
5305	Dues and memberships	7,000.00	.00	7,000.00	.00	.00	.00	3,250.53	3,749.47	46	4,692.22
5306	Maintenance agreement										
5306.100	Maintenance agreement Software	2,372.00	.00	2,372.00	.00	.00	.00	174.07	2,197.93	7	1,613.05
	5306 - Maintenance agreement Totals	\$2,372.00	\$0.00	\$2,372.00	\$0.00	\$0.00	\$0.00	\$174.07	\$2,197.93	7%	\$1,613.05
5307	Repairs and maintenance										
5307.100	Repairs and maintenance Equipment	20,000.00	.00	20,000.00	419.71	.00	.00	487.61	19,512.39	2	17,851.77
5307.200	Repairs and maintenance Vehicle	2,200.00	.00	2,200.00	353.00	.00	.00	726.22	1,473.78	33	2,073.45
5307.300	Repairs and maintenance Building	12,000.00	.00	12,000.00	699.48	.00	.00	1,255.57	10,744.03	10	8,892.64
5307.400	Repairs and maintenance Grounds	18,000.00	.00	18,000.00	.00	.00	.00	981.00	17,019.00	5	19,190.76
	5307 - Repairs and maintenance Totals	\$52,200.00	\$0.00	\$52,200.00	\$1,472.19	\$0.00	\$0.00	\$3,450.80	\$48,749.20	7%	\$48,008.62
5308	Vehicle/equipment										
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	463.68	.00	.00	1,361.36	(1,361.36)	+++	5,291.72
	5308 - Vehicle/equipment Totals	\$0.00	\$0.00	\$0.00	\$463.68	\$0.00	\$0.00	\$1,361.36	(\$1,361.36)	+++	\$5,291.72
5310	Advertising and public notice	12,500.00	.00	12,500.00	816.98	.00	.00	1,742.94	10,757.06	14	9,156.74
5315	Vending	27,000.00	.00	27,000.00	108.28	.00	.00	1,580.53	25,419.47	6	32,276.71
5330	Books, periodicals, subscription	15,000.00	.00	15,000.00	14,500.00	.00	.00	14,513.19	486.81	97	13,485.00
5340	Travel and training	6,500.00	.00	6,500.00	49.72	.00	.00	445.44	6,054.56	7	4,626.60
5345	Permits	1,400.00	.00	1,400.00	.00	.00	.00	.00	1,400.00	0	701.00
5365	Special events	31,000.00	.00	31,000.00	1,234.50	.00	.00	3,598.72	27,401.28	12	48,143.19
5366	Volunteer expense	1,000.00	.00	1,000.00	.00	.00	.00	.00	1,000.00	0	242.95
5392	Service fees	6,000.00	.00	6,000.00	224.81	.00	.00	616.40	5,383.60	10	12,770.67
5395	Equipment - nonoutlay	5,000.00	.00	5,000.00	.00	.00	.00	.00	9,200.00	0	28,699.43
5396	Animal purchases	2,000.00	.00	2,000.00	115.55	.00	.00	115.55	1,884.45	6	285.59
5501	Electric	76,440.00	.00	76,440.00	5,697.98	.00	.00	17,348.93	59,091.07	23	76,674.60
5502	Gas, oil, etc.	24,000.00	.00	24,000.00	2,615.03	.00	.00	8,987.69	15,012.31	37	18,633.01
5505	Telephone										
5505	Telephone	4,000.00	.00	4,000.00	147.27	.00	.00	457.18	3,542.82	11	2,404.66
5505.100	Telephone cell	1,650.00	.00	1,650.00	.00	.00	.00	.00	1,650.00	0	1,306.50
	5505 - Telephone Totals	\$5,650.00	\$0.00	\$5,650.00	\$147.27	\$0.00	\$0.00	\$457.18	\$5,192.82	8%	\$3,711.16
5507	Other utilities	2,550.00	.00	2,550.00	212.50	.00	.00	637.50	1,912.50	25	2,550.00
5600	Indirect cost	74,405.00	.00	74,405.00	6,200.42	.00	.00	18,601.26	55,803.74	25	64,475.00
5601	Intra-county expense										
5601.100	Intra-county expense Information services	41,471.00	.00	41,471.00	3,669.67	.00	.00	9,451.58	32,019.42	23	29,921.50
5601.200	Intra-county expense Insurance	15,713.00	.00	15,713.00	1,309.42	.00	.00	3,928.26	11,784.74	25	7,968.00
5601.300	Intra-county expense Other departmental	4,000.00	.00	4,000.00	.00	.00	.00	.00	4,000.00	0	.00

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Budget Performance Report

Fiscal Year to Date 03/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 640 - New Zoo											
EXPENSE											
Department 057 - New Zoo											
Division 001 - General											
5601 Intra-county expense											
5601.350 Intra-county expense Highway		8,000.00	.00	8,000.00	1,952.23	.00	2,865.48	5,134.52	36		9,086.27
5601.400 Intra-county expense Copy center		3,000.00	.00	3,000.00	394.94	.00	394.94	2,605.06	13		3,584.76
5601.450 Intra-county expense Departmental copiers		3,719.00	.00	3,719.00	309.92	.00	929.76	2,789.24	25		1,080.00
5601 - Intra-county expense Totals		\$75,903.00	\$0.00	\$75,903.00	\$7,636.18	\$0.00	\$17,570.02	\$58,332.98	23%		\$51,640.53
5700 Contracted services		10,116.00	.00	10,116.00	808.80	.00	1,953.50	8,162.50	19		9,988.71
5708 Professional services		135.00	.00	135.00	.00	.00	.00	135.00	0		5,823.98
5761 Medical services											
5761.040 Medical services Animals		42,000.00	.00	42,000.00	4,599.92	.00	11,754.94	30,245.06	28		43,652.99
5761 - Medical services Totals		\$42,000.00	\$0.00	\$42,000.00	\$4,599.92	\$0.00	\$11,754.94	\$30,245.06	28%		\$43,652.99
5902 Interest expense		29,665.00	.00	29,665.00	.00	.00	.00	29,665.00	0		29,166.93
6000 Depreciation											
6000.005 Depreciation Land improvements		1,318.00	.00	1,318.00	138.55	.00	415.65	902.35	32		1,519.10
6000.010 Depreciation Buildings		150,609.00	.00	150,609.00	12,674.05	.00	38,022.57	112,586.43	25		148,219.15
6000.020 Depreciation Equipment		62,934.00	.00	62,934.00	5,578.22	.00	16,734.66	46,199.34	27		66,944.49
6000.030 Depreciation Infrastructure		764.00	.00	764.00	110.27	.00	330.81	433.19	43		1,026.65
6000.040 Depreciation Zoo animals		3,954.00	.00	3,954.00	329.53	.00	988.59	2,965.41	25		4,018.05
6000 - Depreciation Totals		\$219,579.00	\$0.00	\$219,579.00	\$18,830.62	\$0.00	\$56,492.28	\$163,086.72	26%		\$221,727.44
6110 Outlay		.00	134,713.00	134,713.00	.00	.00	.00	134,713.00	0		.00
6110 Outlay		.00	(134,713.00)	(134,713.00)	.00	.00	.00	(134,713.00)	0		.00
6110.900 Outlay Contra		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++		\$0.00
6110 - Outlay Totals		\$2,075,662.00	\$4,200.00	\$2,079,862.00	\$177,675.95	\$0.00	\$406,300.63	\$1,673,561.37	20%		\$1,951,841.68
001 - General Totals		\$2,075,662.00	\$4,200.00	\$2,079,862.00	\$177,675.95	\$0.00	\$406,300.63	\$1,673,561.37	20%		\$1,951,841.68
057 - New Zoo Totals		\$2,075,662.00	\$4,200.00	\$2,079,862.00	\$177,675.95	\$0.00	\$406,300.63	\$1,673,561.37	20%		\$1,951,841.68
EXPENSE TOTALS		\$2,075,662.00	\$4,200.00	\$2,079,862.00	\$177,675.95	\$0.00	\$406,300.63	\$1,673,561.37	20%		\$1,951,841.68
Fund 640 - New Zoo Totals		\$21,238.00	\$134,713.00	\$25,951.00	(\$150,763.54)	\$0.00	(\$359,611.06)	\$615,562.06			\$206,986.01
REVENUE											
Division 057 - New Zoo											
Division 001 - General											
4901 Donations		56,000.00	.00	56,000.00	325.00	.00	2,615.00	53,385.00	5		75,273.74
4901.700 Donations Conservation		3,000.00	.00	3,000.00	30.00	.00	45.00	2,955.00	2		994.09

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Budget Performance Report

Fiscal Year to Date 03/31/13

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 641 - New Zoo Donations											
REVENUE											
Department 057 - New Zoo											
Division 001 - General											
4905	Interest	\$59,000.00	\$0.00	\$59,000.00	\$355.00	\$0.00	\$2,660.00	\$2,660.00	\$56,340.00	5%	\$76,267.83
		300.00	.00	300.00	35.40	.00	117.16	117.16	182.84	39	237.11
	001 - General Totals	\$59,300.00	\$0.00	\$59,300.00	\$390.40	\$0.00	\$2,777.16	\$2,777.16	\$56,522.84	5%	\$76,504.94
	Department 057 - New Zoo Totals	\$59,300.00	\$0.00	\$59,300.00	\$390.40	\$0.00	\$2,777.16	\$2,777.16	\$56,522.84	5%	\$76,504.94
	REVENUE TOTALS	\$59,300.00	\$0.00	\$59,300.00	\$390.40	\$0.00	\$2,777.16	\$2,777.16	\$56,522.84	5%	\$76,504.94
EXPENSE											
Department 057 - New Zoo											
Division 001 - General											
5300	Supplies	10,000.00	58,772.00	68,772.00	987.80	.00	4,062.09	4,062.09	64,709.91	6	10,127.60
5307	Repairs and maintenance	4,000.00	.00	4,000.00	.00	.00	.00	.00	4,000.00	0	.00
5307.300	Repairs and maintenance Building	3,000.00	8,175.00	11,175.00	.00	.00	.00	.00	11,175.00	0	619.54
5307.400	Repairs and maintenance Grounds	7,000.00	\$8,175.00	\$15,175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,175.00	0%	\$619.54
	5307 - Repairs and maintenance Totals	3,000.00	6,500.00	9,500.00	1,700.00	.00	1,990.00	1,990.00	7,510.00	21	714.59
5340	Travel and training	3,000.00	100.00	3,100.00	.00	.00	.00	.00	3,100.00	0	.00
5365	Special events	1,000.00	210.00	1,210.00	.00	.00	.00	.00	1,210.00	0	.00
5366	Volunteer expense	.00	.00	.00	.00	.00	.00	.00	.00	+++	417.14
5395	Equipment - nonutility	2,000.00	9,314.00	11,314.00	.00	.00	.00	.00	11,314.00	0	1,513.43
5396	Animal purchases	.00	1,000.00	1,000.00	.00	.00	.00	.00	1,000.00	0	.00
5708	Professional services	3,500.00	5,583.00	9,083.00	.00	.00	.00	.00	9,083.00	0	1,350.00
5804	Conservation expense	.00	.00	.00	.00	.00	.00	.00	.00	+++	14,500.00
9005	Intrafund Transfer Out	\$29,500.00	\$89,654.00	\$119,154.00	\$2,687.80	\$0.00	\$6,052.09	\$6,052.09	\$113,101.91	5%	\$29,242.30
	001 - General Totals	\$29,500.00	\$89,654.00	\$119,154.00	\$2,687.80	\$0.00	\$6,052.09	\$6,052.09	\$113,101.91	5%	\$29,242.30
	Department 057 - New Zoo Totals	\$29,500.00	\$89,654.00	\$119,154.00	\$2,687.80	\$0.00	\$6,052.09	\$6,052.09	\$113,101.91	5%	\$29,242.30
	EXPENSE TOTALS	\$29,500.00	\$89,654.00	\$119,154.00	\$2,687.80	\$0.00	\$6,052.09	\$6,052.09	\$113,101.91	5%	\$29,242.30
Fund 641 - New Zoo Donations Totals											
	REVENUE TOTALS	59,300.00	.00	59,300.00	390.40	.00	2,777.16	2,777.16	56,522.84	5	76,504.94
	EXPENSE TOTALS	29,500.00	89,654.00	119,154.00	2,687.80	.00	6,052.09	6,052.09	113,101.91	5	29,242.30
	Grand Totals	\$29,800.00	(\$89,654.00)	(\$59,854.00)	(\$2,297.40)	\$0.00	(\$3,274.93)	(\$3,274.93)	(\$56,579.07)		\$47,262.64
Fund 641 - New Zoo Donations Totals											
	REVENUE TOTALS	2,256,200.00	138,913.00	2,395,113.00	27,302.81	.00	49,466.73	49,466.73	2,345,646.27	2	2,235,332.63
	EXPENSE TOTALS	2,105,162.00	93,854.00	2,199,016.00	180,363.75	.00	412,352.72	412,352.72	1,786,663.28	19	1,981,083.98
	Grand Totals	\$151,038.00	\$45,059.00	\$196,097.00	(\$153,060.94)	\$0.00	(\$362,885.99)	(\$362,885.99)	\$558,982.99		\$254,248.65

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ZOO MONTHLY ACTIVITY REPORT For April 2013

1. Operations Report
2. Education/Volunteer Programs Report
3. Curator Report
4. Zoo Director Report

FOX 11 programs weekly

Zoo Society meeting held on 4-15-13

Spring exhibit cleaning and openings

Carousel opening

Zoo Society Cribbage Tournament fundraiser held on the 18th

NEW Zoo Operations Report: March 2013

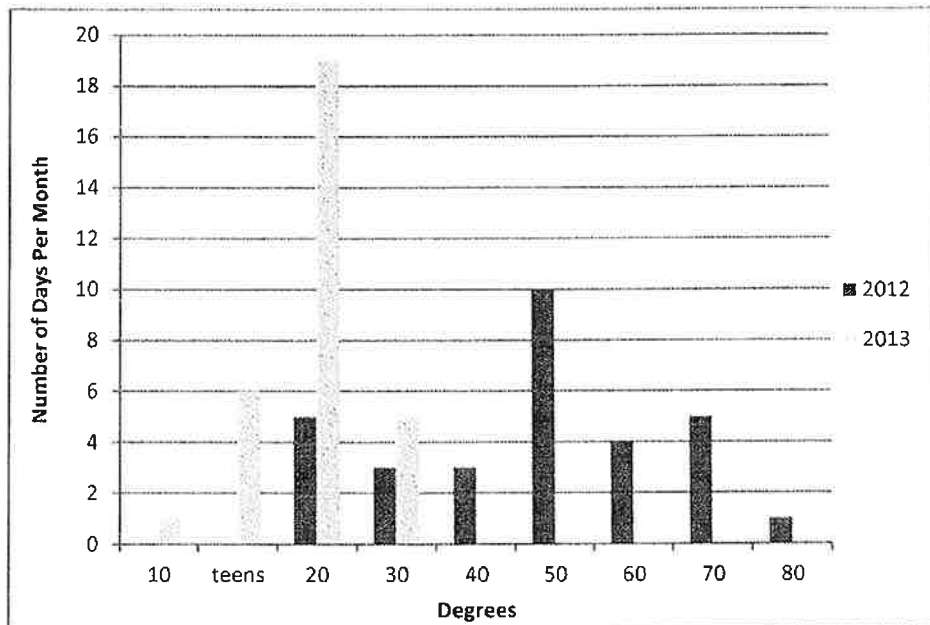
Noteworthy:

Average Temperature recorded at the zoo in Mar 2012 = 54°F

3 days in the 20's, 4 in the 30's, 2 in the 40's, 11 in the 50's, 4 in the 60's, 5 days in the upper 70's and 1 in the 80's

Average Temperature recorded at the zoo in Mar 2013 = 25°F

1 days in the single digits, 6 in the teens, 19 in the 20's, 5 in the 30's



Lowest temperature for period in 2012: 20°F Highest Temp: 81°F

Lowest temperature for period in 2013: 9°F Highest Temp: 31°F

March

- Snow continued in measurable amounts in March. The 1st week of spring felt like anything but. On one occasion, it was *95 degrees colder* this year vs. the same day in 2012 when factoring in the wind-chill!
- Despite the weather related drop in overall attendance, Per Caps in the Gift Shop were up over 2012.
- The NEW Zoo was up over 2011 numbers in every category – especially Zoo Passes!
- 22 guests with the Sullivan Cleaning Company rented the ECC for a meeting. It was catered by the Zoo with snacks and beverages
- The NEW Zoo hosted the BAMVS meeting with 17 guests in attendance.
- The Tuttle's had a birthday party in the Mayan with 17 children and parents.
- Despite the colder than normal temperatures, the Eggstravaganza was a resounding success, with nearly 3,000 people enjoying the event!
- Altru implementation continued in different phases in March.

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Day	Date	Concessions	Admissions	Vending	Zoo Pass	Adopt/zoom	Donation	Cons. Fund	Misc	Special Event	Attend.	Temp/W
Sun	3	201.49	429.76	101.42	470.00	-	-	-	1.90	-	139	1
Mon	4	36.66	40.09	9.48	118.00	270.00	-	-	1.90	-	16	1
Tue	5	47.31	24.09	14.22	118.00	50.00	-	-	-	-	9	1
Wed	6	20.92	44.00	14.22	64.00	190.00	-	-	-	-	20	2
Thu	7	85.62	194.00	54.98	118.00	165.00	-	-	-	-	65	1
Fri	8	105.95	395.96	91.94	187.00	150.00	-	-	1.90	50.00	144	1
Sat	9	135.72	363.75	64.45	300.00	115.00	-	-	-	-	92	2
Sun	10	35.08	77.98	25.59	-	25.00	-	-	-	-	23	3
Mon	11	16.42	22.00	9.48	182.00	50.00	-	-	-	-	8	2
Tue	12	34.93	88.00	23.70	-	-	-	-	-	-	20	2
Wed	13	64.81	98.00	12.32	131.00	322.00	-	-	-	-	19	1
Thu	14	176.61	116.00	83.41	306.00	30.00	-	10.00	-	-	47	1
Fri	15	39.88	128.00	48.15	-	45.00	-	-	-	-	35	4
Sat	16	95.91	338.00	35.07	295.00	-	-	-	-	-	88	1
Sun	17	77.72	320.03	44.36	364.00	110.00	-	5.00	-	-	98	1
Mon	18	34.59	59.99	9.48	128.00	80.00	-	-	-	-	13	4
Tue	19	18.07	50.00	11.18	128.00	275.00	-	-	-	50.00	9	1
Wed	20	22.68	64.00	27.30	113.00	249.00	-	-	-	-	14	1
Thu	21	56.03	28.00	11.37	443.00	20.00	-	10.00	-	-	13	1
Fri	22	78.19	103.00	26.54	187.00	-	-	-	-	-	29	1
Sat	23	177.78	664.00	72.99	113.00	-	-	5.00	1.90	-	185	2
Sun	24	124.49	376.00	68.25	128.00	-	89.46	-	1.90	-	97	2
Mon	25	132.94	204.38	60.47	359.00	-	-	-	-	-	67	2
Tue	26	108.21	159.00	64.45	128.00	-	-	-	-	-	76	1
Wed	27	292.68	800.00	168.15	852.00	75.00	-	-	1.90	159.00	249	1
Thu	28	445.95	1,511.70	280.09	1,018.00	262.00	-	-	3.79	-	499	1
Fri	29	610.93	2,729.60	552.23	1,164.00	-	-	-	7.58	-	887	1
Sat	30	715.80	5,717.96	332.51	3,145.00	-	-	5.00	3.79	10,284.00	2,738	2
Sun	31	133.07	478.74	80.09	192.00	-	-	-	-	-	117	2
Total		\$ 4,238.14	\$ 16,111.68	\$ 2,512.40	\$ 11,066.00	\$ 2,508.00	\$ 89.46	\$ 35.00	\$ 26.56	\$ 10,543.00	5,951	

Weather K 2 = Overcast 3 = Rain 4 = Snow

Volunteers

Total Attendance	5951	5989
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NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2013 REPORT
2011, 2012, 2013

ATTENDANCE

MONTH	2011	2012	2013
January	592	1,478	999
February	1,240	2,705	861
March	4,112	16,576	5,989
April	16,835	27,117	0
May	34,741	37,257	0
June	43,321	38,457	0
July	40,042	31,800	0
August	48,792	39,342	0
September	15,637	17,907	0
October	31,148	25,959	0
November	2,693	2,604	0
December	1,949	1,245	0
TOTAL	241,102	242,447	7,849

ADMISSION & DONATIONS

MONTH	2011		2012		2013		DONATION BIN	(-)/(+)	2011		2012		2013	
	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN			PER CAP		PER CAP		PER CAP	
January	1,239.00	389.55	2,544.25	499.00	1,520.87	53.76	(1023.38)		\$2.09		\$1.72		\$1.52	
February	2,506.00	429.78	4,438.00	227.35	1,517.10	-	(2920.90)		\$2.02		\$1.64		\$1.76	
March	9,465.00	83.95	57,832.00	5.00	16,111.68	89.46	(41720.32)		\$2.30		\$3.49		\$2.69	
April	33,618.40	-	70,708.04	1,063.92	-	-			\$2.00		\$2.61			
May	100,768.40	515.18	139,311.23	479.48	-	-			\$2.90		\$3.74			
June	122,512.42	526.74	155,736.01	479.34	-	-			\$2.83		\$4.05			
July	123,122.83	616.58	134,766.05	912.97	-	-			\$3.07		\$4.24			
August	141,956.40	547.61	160,778.75	474.79	-	-			\$2.91		\$4.09			
September	50,013.28	751.07	71,549.06	1,280.76	-	-			\$3.20		\$4.00			
October	36,991.97	469.46	68,375.30	1,463.47	-	-			\$1.19		\$2.63			
November	7,318.45	186.05	7,498.02	288.06	-	-			\$2.72		\$2.88			
December	4,801.73	271.41	4,052.72	25.00	-	-			\$2.46		\$3.26			
TOTAL	\$634,313.88	\$4,827.38	\$877,589.43	\$7,199.14	\$19,149.65	\$143.22	(45664.60)		\$2.47		\$3.19		\$1.99	

5/27/10 added 15 family packet to HS C/C department

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NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE

2013 REPORT

2011, 2012, 2013

					2011	2012	2013
Paws & Claws					PER	PER	PER
Gift Shop					CAP	CAP	CAP
	2011	2012	2013	(-)/(+)			
January	\$ 850.64	\$ 1,039.73	\$ 1,055.77	\$ 16.04	\$1.44	\$0.70	1.06
February	\$ 1,813.73	\$ 2,590.76	\$ 1,251.19	\$ (1,339.57)	\$1.46	\$0.96	1.45
March	\$ 4,436.34	\$ 17,393.87	\$ 6,410.95	\$ (10,982.92)	\$1.08	\$1.05	1.07
April	\$ 12,644.60	\$ 25,425.46	\$ -		\$0.75	\$0.94	
May	\$ 36,626.74	\$ 40,899.61	\$ -		\$1.05	\$1.10	
June	\$ 44,855.32	\$ 42,680.43	\$ -		\$1.04	\$1.11	
July	\$ 46,882.07	\$ 42,478.70	\$ -		\$1.17	\$1.34	
August	\$ 50,252.33	\$ 40,950.79	\$ -		\$1.03	\$1.04	
September	\$ 15,149.13	\$ 16,563.22	\$ -		\$0.97	\$0.92	
October	\$ 18,782.65	\$ 11,876.10	\$ -		\$0.60	\$0.46	
November	\$ 3,733.23	\$ 2,394.31	\$ -		\$1.39	\$0.92	
December	\$ 3,659.67	\$ 2,434.19	\$ -		\$1.88	\$1.96	
TOTAL	\$ 239,686.45	\$ 246,727.17	\$ 8,717.91	\$ (12,306.45)	\$ 1.15	\$ 1.04	\$ 1.19

					2011	2012	2013
Mayan					PER	PER	PER
Taste of Tropic					CAP	CAP	CAP
	2011	2012	2013	(-)/(+)			
January	\$ 974.96	\$ 1,739.60	\$ 1,437.87	\$ (301.73)	\$1.65	\$1.18	\$1.44
February	\$ 1,677.23	\$ 2,909.96	\$ 1,376.70	\$ (1,533.26)	\$1.35	\$1.08	\$1.60
March	\$ 4,831.74	\$ 19,988.69	\$ 4,238.14	\$ (15,750.55)	\$1.18	\$1.21	\$0.71
April	\$ 13,908.56	\$ 31,085.05	\$ -		\$0.83	\$1.15	
May	\$ 33,326.69	\$ 40,333.93	\$ -		\$0.96	\$1.08	
June	\$ 47,807.81	\$ 47,150.95	\$ -		\$1.10	\$1.23	
July	\$ 52,190.85	\$ 51,853.30	\$ -		\$1.30	\$1.63	
August	\$ 57,760.72	\$ 52,829.77	\$ -		\$1.18	\$1.34	
September	\$ 19,539.45	\$ 28,950.70	\$ -		\$1.25	\$1.62	
October	\$ 25,618.50	\$ 16,577.99	\$ -		\$0.82	\$0.64	
November	\$ 2,972.94	\$ 2,776.76	\$ -		\$1.10	\$1.07	
December	\$ 2,594.06	\$ 1,697.51	\$ -		\$1.33	\$1.36	
TOTAL	\$ 263,203.51	\$ 297,894.21	\$ 7,052.71	\$ (17,585.54)	\$1.17	\$ 1.21	\$1.25

ZOO PASS							
MONTH	2011	2012	2013	(-)/(+)			
January	\$ 1,385.00	\$ 1,872.00	\$ 2,538.00	\$ 666.00			
February	\$ 2,485.00	\$ 2,878.00	\$ 2,431.00	\$ (447.00)			
March	\$ 8,042.00	\$ 20,763.00	\$ 11,066.00	\$ (9,697.00)			
April	\$ 21,614.00	\$ 20,150.00	\$ -				
May	\$ 24,232.00	\$ 14,759.00	\$ -				
June	\$ 20,412.00	\$ 16,591.00	\$ -				
July	\$ 12,127.00	\$ 12,066.00	\$ -				
August	\$ 10,538.00	\$ 10,579.00	\$ -				
September	\$ 5,341.00	\$ 6,022.00	\$ -				
October	\$ 5,036.00	\$ 2,390.00	\$ -				
November	\$ 5,802.00	\$ 5,102.00	\$ -				
December	\$ 10,079.00	\$ 10,336.00	\$ -				
TOTAL	\$ 127,093.00	\$ 123,508.00	\$ 16,035.00	\$ (9,478.00)			

NEW ZOO*Brown County*4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313PHONE (920) 434-7841 ext. 102
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ANGELA KAWSKI

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

**NORTHEASTERN WISCONSIN ZOO
EDUCATION AND VOLUNTEER PROGRAMS REPORT
MARCH 2013****Volunteer Hours**

2013 Hours	Opportunity	2011 Hours (2012 are unavailable)
-	Education Programs	2
105.75	Giraffe Stand	107
-	Horticulture	
37.5	Husbandry	48.5
11.25	Mayan Restaurant	8
15.5	Office Help	11.25
445	Special Events	
29	Special Projects	78.5
12	Visitor Center	5.5
15	Zoo Watch	2
670	Total Hours	279.5

Internship Hours

10 interns:

Total Hours = 702.5 versus about 60 in 2012**Off-Site Programs (Zoomobiles)**March 4th – Marinette Middle School -- \$175March 5th – Common Path Early Care -- \$150**Total = \$325** versus \$567 in 2012**On-Site Programs**March 14th: Pine Mtn Christian School: \$30March 13th: Classroom Rental \$100**Total = \$130** versus \$344 in 2011**Miscellaneous Things to Note**March 5th Presentation at UWSP for Wildlife Society Club

Lots of EggStravaganZoo prep!

Animal Collection Report

April 2013

A baby Japanese macaque (aka Snow monkey) was born early on Easter morning. First time mother Hoyo, is doing a wonderful job caring for her infant. Father Manny is also participating in infant care by sticking close to mom and baby to offer his protection from perceived threats. This birth is the result of a breeding recommendation from the Japanese macaque Species Survival Program. As part of this plan, male monkey Manny was transferred here from the Central Park Zoo in 2010 in the hopes that he would sire offspring with several of our females. The sex of the newest member of the troop has not yet been determined – the zookeepers have not yet been able to get a close look!

The Laughing Kookaburras have hatched two chicks. The chicks are naked and helpless when first hatched but grow quickly. At 12 days of age, the oldest chick is now sprouting downy feathers. Both parents are very busy carrying food to the nest throughout the day. In the wild, only one chick usually survives. Here at the zoo, Keepers are helping ensure the survival of the smaller second chick by offering supplemental feedings.

The Trumpeter Swans have begun laying their annual clutch of eggs. The NEW Zoo continues to partner with the Iowa DNR and the Trumpeter Swan Restoration Program. The birds hatched and raised here are eventually released into the wild to bolster the population of this once threatened species.

Penguins Bart and Cari continue to incubate an egg. Although their first nesting attempt earlier this year was not successful, the birds gained valuable parenting experience. We hope that this previous experience will result in a successful hatch in this second attempt.

Snow leopards Buster and Tami have been exhibiting breeding behavior since early February. Although they have been together during the last 3 breeding seasons, this is the first year that courtship behavior and mating has been observed. The highly endangered cats have been recommended to produce offspring by the Snow Leopard Species Survival Program.

A wild mink infiltrated the Prairie dog exhibit and killed several of the rodents. The mink was trapped soon after being sighted. The remaining members of the colony have been relocated to the Animal Hospital temporarily. Because the exhibit is subject to spring flooding, the Prairie dogs will be kept off exhibit until flooding issues have been addressed.

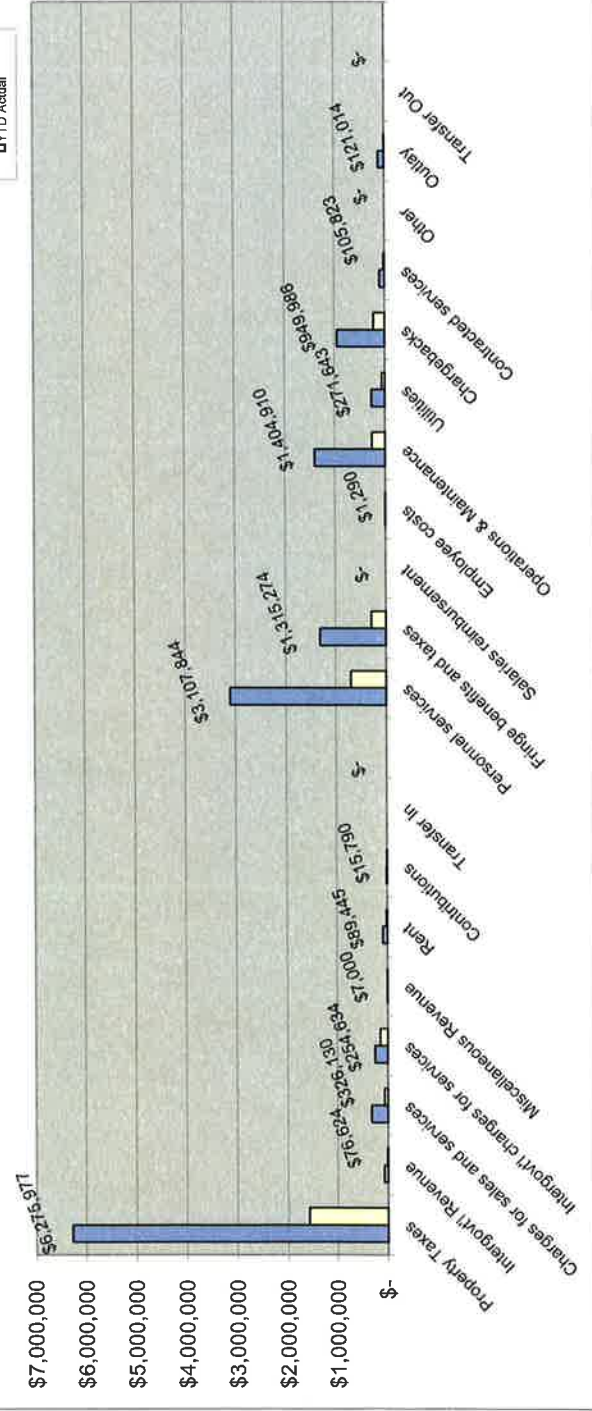
Temperatures are finally warm enough to allow for various pools and ponds throughout the zoo (penguin, otter, African waterhole) to be opened for the season. A few piles of snow and ice remain but we expect temperatures warm enough to allow the giraffes to venture outdoors to arrive soon.

	Annual Budget	YTD Actual
Property Taxes	\$ 6,275,977	\$ 1,568,994
Intergov't Revenue	\$ 76,624	\$ 13,032
Charges for sales and services	\$ 326,130	\$ 65,898
Intergov't charges for services	\$ 254,634	\$ 149,567
Miscellaneous Revenue	\$ 7,000	\$ 308
Rent	\$ 89,445	\$ 21,239
Contributions	\$ 15,790	\$ 464
Transfer In	\$ -	\$ -
Personnel services	\$ 3,107,844	\$ 705,349
Fringe benefits and taxes	\$ 1,315,274	\$ 284,921
Salaries reimbursement	\$ -	\$ -
Employee costs	\$ 1,290	\$ 117
Operations & Maintenance	\$ 1,404,910	\$ 262,465
Utilities	\$ 271,643	\$ 59,588
Chargebacks	\$ 949,986	\$ 221,222
Contracted services	\$ 105,823	\$ 21,912
Other	\$ -	\$ -
Outlay	\$ 121,014	\$ 6,664
Transfer Out	\$ -	\$ -

HIGHLIGHTS:
Revenues: Revenue from fines and fees and rental charges are under the projected budget.

Expenses:

Library - March 31, 2013



LIBRARY

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DIRECTOR

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Library Report March, 2013

General

The library partnered with Feld Entertainment to conduct a reading program in conjunction with the touring Disney on Ice show. Children who read and reported the books they read were eligible to win tickets to the show that appeared at the Resch Center in February.

Southwest Branch staff coordinated a thank you party that was held at the Kress Branch Library for the Paws for Tales volunteers. There are currently 11 adult volunteers who have passed the screening process and volunteer weekly at East, Central, Kress, WH, and SW. They and their dogs are wonderful!

Supervisors at several locations have been interviewing and filling open Library Service Assistant and Shelves positions.

Staff regularly proctors exams at several locations.

Central Library

Staff spoke to the women's group of Pilgrim Congregational Church, on the topic of ethical wills. The group made a donation that enabled the library to purchase an updated edition of a book on ethical wills, and other titles.

Displays for the month included St. Patrick's Day, International Mirth Month, and "How to become computer savvy."

"Best of the Best Books 2012" Central Library staff prepared and presented three programs for teachers, parents and childcare providers highlighting the best picture books and teen novels published in 2012. The book lists are available on the library website and CESA 7 is creating a video of the presentation which will also be available as a continuing education offering for educators. These presentations were also a "test" of the use of remote learning technology to offer library programs viewable live from schools with the appropriate equipment.

Tank/West De Pere Reading Buddies program. For the 16th year, more than 100 elementary and middle school students met at the library for a major event that is part of their reading buddies program. Library staff presented a "Wubbulous Hat Rack" program of animal stories and songs and assisted the students in researching their favorite animals.

Kindergarten Readiness. Two Children's Services and one Administrative staff participated in a special joint meeting of the Community Partnership for Children. Key staff from the Green Bay Public schools shared results of the first PALS screening of kindergarteners. The library will be part of a broad-based collaboration to expand efforts to help all young children develop the pre-literacy skills they need to be ready for school.

TechStravaganza! This new event featured mini-workshops on how to use Facebook, Pinterest, and Excel for budgeting, as well as ongoing demonstrations of library-related technology: how to download "free" magazines, e-books and popular music; how to use online tools available through the library such as Learn A Test and Mango Languages. The sessions were presented by Central Library staff and volunteer Nicole Virant from Globe University.

Ashwaubenon Branch

Corduroy visited at preschool story time and visitors participated in an interactive bear hunt where they followed a trail to find the big, cuddly bear. 89 people attended.

Staff attended 2 webinars – “Fresh Practices for Youth Services Librarians” and “Connecting with Disconnected Young Adults.”

Staff provided classes for OverDrive, basic computer training and eBook support.

The Dance Company shared a preview of “The Little Mermaid” with storytelling and a performance of some of the dances from the actual show. The audience had a chance to try out some of the dance steps and have their picture taken with a cast member.

Denmark Branch

Max the Bunny attracted 30 people to story time.

A special program celebrating “Music in Our Schools Week” was held.

Twenty-one adults attended an iPad technology program offered in partnership with the high school Tech Team.

Staff partnered with the high school Child development classes for the ECC story times. Twelve different students read one book at each of the six story times. Four of the students were boys and the kids seldom see boys doing story time.

East Branch

Staff visited two Head Start Classes at St. Peter and Paul School to read to the children, to promote reading and to increase awareness of the Brown County Library.

Mayflower Nursery School visited for a special story time and tour.

The 3rd annual Green Bay Film Festival was held on March 1-3rd. The Brown County Library was a sponsor. Staff served on the festival committee and acted as volunteers at this event.

A new café table and set of chairs were funded by the Friends of the Brown County Library.

Kress Family Branch

Staff has been trained in the RFID tagging process and the project is underway.

Sustainability programming included Gardening 101; Backyard Chickens; Native Plant Gardens; and the Voyager Park project presentation. All were well attended and received a nice write up in the De Pere Journal.

Four music programs were presented by the GB Girl and Boy Choirs, Dan Robinson, and Irish Academy of Dance.

The Dance Company gave a preview of their Little Mermaid production with dances performed by members of the cast.

Pulaski Branch

The volunteer-led adult computer classes are very popular as all time-slots were filled for the month.

All of the art teachers from the Pulaski School District displayed their students’ masterpieces during the month of March. Many customers commented on how well the students did with their projects.

Library staff created a display for Casimir Pulaski Day to help the community promote the commemoration of the day.

Southwest Branch

Staff conducted seven one-on-one OverDrive training sessions

A memorial donation was received for the branch's Paws for Tales volunteer. Children's books about dogs will be purchased with the funds.

Weyers-Hilliard Branch

Staff and volunteers have been trained and are busy tagging materials.

Weyers-Hilliard offered its first Pinterest program.

The silo is being remodeled to provide storage for toys.

An estimated 500 attended the East Egg Hunt children's programs.

Three young volunteers helped the Library by cleaning and organizing children's books, preparing crafts for children's programs and sorting the adult magazines and newspapers.

Workroom carpet has been repaired; slate flooring has been installed; and checkout stations are in place. Hopes are that all three checkout stations will soon be operational.

Wrightstown Branch

The annual fundraiser, "An Evening in Tuscany," was a huge success! Over \$11,000 was raised and attendees also purchased new books for the branch and summer reading program prizes at the event.

Staff hosted a Kids Day Out day for the 4K kids and their families on Friday, March 1st to celebrate Dr. Seuss with stories and a craft. 45 attended.

COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX				
March-13	Date	Building	2013	2012
Beja Circus		ARENA	5433	3864
Beja Circus		ARENA	12013	12036
Beja Circus		ARENA	7895	7717
WBAY Home & Garden Show	March 14 2013	ARENA	762	506
WBAY Home & Garden Show	March 15 2013	ARENA	762	663
WBAY Home & Garden Show	March 16 2013	ARENA	1778	1280
WBAY Home & Garden Show	March 17 2013	ARENA	1094	611
WBAY Pet Expo	March 22 2013	ARENA	908	582
WBAY Pet Expo	March 23 2013	ARENA	4919	3613
WBAY Pet Expo	March 24 2013	ARENA	2459	1399
Blizzard vs. Cedar Rapids		ARENA	N/A	2843
ARENA TOTAL			38,023	35,114
Spa Sale	March 1 2013	SHOPKO	150	N/A
Spa Sale	March 2 2013	SHOPKO	200	N/A
Spa Sale	March 3 2013	SHOPKO	250	N/A
Arti Gras	March 9 2013	SHOPKO	2557	2341
Arti Gras	March 10 2013	SHOPKO	1271	1514
WBAY Home & Garden Show	March 14 2013	SHOPKO	762	506
WBAY Home & Garden Show	March 15 2013	SHOPKO	762	663
WBAY Home & Garden Show	March 16 2013	SHOPKO	1778	1279
WBAY Home & Garden Show	March 17 2013	SHOPKO	1094	611
Everybody's Rummage Sale	March 23 2013	SHOPKO	3750	N/A
NEW Sport Fishing Show		SHOPKO	N/A	392
NEW Sport Fishing Show		SHOPKO	N/A	1999
NEW Sport Fishing Show		SHOPKO	N/A	1067
Snowmobile Sneak Peek		SHOPKO	N/A	356
Sysco Food Show		SHOPKO	N/A	700
Lets Play Green Bay		SHOPKO	N/A	160
Lets Play Green Bay		SHOPKO	N/A	531
SHOPKO HALL TOTAL			12,574	12,119
Gamblers vs. Sioux Falls	March 1, 2013	RESCH	4061	2080
UWGB vs. Valpo	March 2 2013	RESCH	3892	N/A
Gamblers vs. Team USA	March 3 2013	RESCH	4384	3874
UWGB playoff game	March 5, 2013	RESCH	1519	N/A
Daughtry/3 Doors Down Concert	March 6 2013	RESCH	2929	N/A
Bob Seger & Silver Bullet Band	March 7 2013	RESCH	8346	N/A
WIAA Girls State Basketball Tournament	March 14 2013	RESCH	8227	N/A
WIAA Girls State Basketball Tournament	March 15 2013	RESCH	15100	N/A
WIAA Girls State Basketball Tournament	March 16 2013	RESCH	14335	N/A
Gamblers vs. TEAM USA	March 10 2013	RESCH	2398	3882
Gamblers vs. Sioux City	March 22 2013	RESCH	3786	5590
Blizzard vs. Chicago	March 23 2013	RESCH	4941	N/A
Gamblers vs. Fargo	March 24 2013	RESCH	3323	N/A
Gamblers vs Team USA	March 29 2013	RESCH	3320	N/A
Gamblers vs Team USA	March 30 2013	RESCH	3469	N/A
Disney on Ice presents Treasure Trove		RESCH	N/A	2912
Disney on Ice presents Treasure Trove		RESCH	N/A	1773
Disney on Ice presents Treasure Trove		RESCH	N/A	4439
Disney on Ice presents Treasure Trove		RESCH	N/A	11833
Disney on Ice presents Treasure Trove		RESCH	N/A	4395
NCAA Mens Hockey Midwest Regional		RESCH	N/A	2558
NCAA Mens Hockey Midwest Regional		RESCH	N/A	2077
RESCH CENTER TOTAL			84,030	45,413
TOTAL FOR MARCH 2013			134,627	61,046